



New Jersey Institute of Technology  
University Policies and Procedures

DATE OF ISSUE: February 2017

*Subject:* HUMAN RESOURCES-Non-Aligned Flexible Work Hours Policy

## PURPOSE

NJIT recognizes that flexible work hours can improve morale, productivity and the contributions made by non-aligned employees before and after regular work hours.

A flexible work hours schedule is a full-time schedule, but one that differs from regular business hours. A flexible work hours schedule may not be appropriate for all situations, but departments are encouraged to consider allowing flexible schedules when in the best interest of employees and the department.

## ELIGIBILITY

All non-aligned, full-time and permanent part-time employees.

## POLICY

Non-aligned employees, with the permission and approval of their supervisor and area Vice President/Dean, may adjust the starting and ending time of their work day, if such adjustment will not impact business functions, and there is an articulable reason why the change would benefit both the employee and the department.

Such schedule adjustments must meet the following minimum standards:

- a. The flexible work hours schedule must accommodate NJIT's business interests in providing equivalent or extended service to its constituencies;
- b. The flexible work hours schedule must be agreed to by the employee and his/her supervisor, who shall keep a record of all approved and modified schedules;
- c. The area Vice President/Dean must approve the schedule;
- d. A copy of the adjusted schedule shall be forwarded to Human Resources (see attached form entitled Non-Aligned Flexible Work Hours Policy - Request and Approval Form);
- e. The employee must otherwise be in good standing<sup>1</sup>;
- f. Flexible work hours schedule arrangements will be evaluated after two months, at the end of which time the Supervisor will determine whether or not it will continue. If continued, periodic evaluations shall occur;

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<sup>1</sup> An employee in good standing is defined as an employee with no disciplinary action or time and attendance issues, or an employee not subject to a performance improvement plan within the last fiscal year.

Non-Aligned Flexible Work Hours Policy

- g. Flexible work hours schedule arrangements may be modified by the employee with at least two weeks' notice and approval from the supervisor;
- h. With reasonable notice, supervisors have the ability to modify flexible work hours schedules as needed;
- i. The flexible work hours schedule does not in any way modify the salary, duties or expectations of the position (except as may be required as a "reasonable accommodation" to a disability defined by State and Federal law);
- j. Flexible Work Hours Schedules must encompass five days per week, must fall between 7:00 a.m. and 6:00 p.m., Monday through Friday; and
- k. No flexible work hours schedule will be approved that reduces the minimum number of hours worked in the work week.

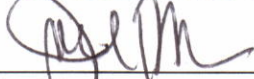
It is the responsibility of the department to ensure that this policy is administered in an equitable and consistent manner. Failure to do so may result in the cessation of all flexible work hour schedule (s) within that department.

EFFECTIVE DATE OF POLICY


This policy takes effect upon adoption.

REVIEW:


 2/14/17  
Date  
Holly C. Stern, Esq.  
General Counsel  
Vice President for Legal Affairs

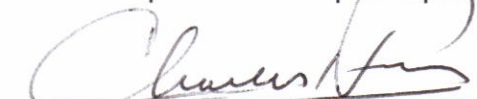
 3-1-17  
Date  
Joel S. Bloom  
President

APPROVAL:


 2/17/2017  
Date  
Fadi P. Deek  
Provost and  
Senior Executive Vice President

 2/22/17  
Date  
Andrew P. Christ  
Vice President for Real Estate  
Development and Capital Operations

 2/20/17  
Date  
Edward J. Bischof, Sr.  
Senior Vice President for Finance and  
Chief Financial Officer

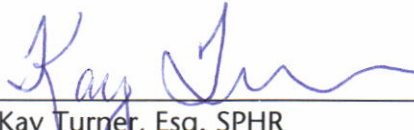
 2/21/17  
Date  
Charles J. Fey  
Vice President for Academic Support  
and Student Affairs

Non-Aligned Flexible Work Hours Policy

  
\_\_\_\_\_  
Charles R. Dees, Jr.  
Senior Vice President for University  
Advancement


Date

2/28/17

  
\_\_\_\_\_  
Kay Turner, Esq. SPHR  
Vice President for Human Resources

Date

2/17/17

  
\_\_\_\_\_  
Donald H. Sebastian  
Senior Vice President for  
Technology & Business Development  
President and CEO of NJII

Date

2/17/2017

Non-Aligned Flexible Work Hours Policy

REQUEST AND APPROVAL FORM

Employee: \_\_\_\_\_ Date of Request \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Requested flexible work hour schedule:

M:            T:                            W:                            Th:                            Fr:

Employee:

- Describe the reason you are requesting the change from the regular (8:30am-4:30pm) work hour schedule:
- Describe aspects of the job that make this option feasible:
- Describe the way this arrangement will meet the needs of the organization, department, and customers:
- List opportunities for enhanced communication and management of work to ensure the new flexible work hour arrangement is successful:

Employee understands that this flexible work hour arrangement has no effect on salary or job responsibilities.

If departmental needs require, there may be times when the employee must forgo his/her flexible work hour arrangement to support unusual projects or conditions in the office.

This arrangement will be evaluated after two months, at the end of which time the Supervisor will determine whether or not it will continue. If continued, periodic evaluations shall occur.

If at any time this arrangement no longer serves the needs of the employee or organization, the arrangement may be discontinued upon two weeks' notice by the employee, or upon reasonable notice by the department supervisor.

Employee:

\_\_\_\_\_  
Signature/Date

Supervisor's Approval:

Vice President/ Dean's Approval

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

cc: Human Resources – ([hr@njit.edu](mailto:hr@njit.edu)) or by inter-office mail to  
HR/Employment Division