ATTACHMENT:

Flexible Work request form is available on The Bridge in the Human Resources section under Policies.

POLICY:

RWJ Barnabas Health (RWJBH) considers Flexible Work for employees when such arrangements are consistent with RWJBH business and customer needs. Flexible Work is considered to be a viable alternative in cases where the characteristics of the employee, supervisor, and work are comparable with such an arrangement, and the physical environment, equipment, and technology are adequate to support the arrangement.

PURPOSE:

This policy identifies the types of Flexible Work arrangements and sets forth guidelines with respect to such arrangements. Flexible Work is offered on a voluntary basis at the sole discretion of RWJBH management with review and prior approval in each instance from Human Resources.

QUALIFICATIONS:  All RWJBH employees.

PROCEDURE:

Types of Flexible Work:

1. **Teleworking:** Allows employees to work from home or an alternate location other than their regular RWJBH site when space and equipment permit.

   a. An employee may request a Teleworking arrangement only if the job duties permit.
   b. Positions that require working independently with little face-to-face interaction and that require concentration may be suitable for Teleworking. Positions may include, but are not limited to, analyst, programmer, administrator, etc.
   c. Positions that require an employee’s physical presence to effectively function are generally not suitable for Teleworking. Positions may include, but are not limited to, receptionist, food service worker, security officer, maintenance worker, therapist, etc.
   d. Teleworking arrangements are considered as a means to increase efficiency and to reduce cost by having essential functions of a job performed at a location other than a fixed RWJBH facility.
e. An employee must be in good standing with a satisfactory performance rating and no disciplinary action in the past twelve (12) months.

f. Teleworking requires the utilization of computer technology, telephone/voice mail, scanner, and other similar technology to connect to the rest of the organization while working at an off-site location.

g. RWJBH will determine, with information supplied by the employee and department manager, the appropriate computer equipment needs for each teleworking arrangement on a case-by-case basis. Human Resources and Information Technology departments will serve as a resource in these reviews.

h. Telework does not replace essential job functions that must be performed in person.

i. The employee is required to be accessible by phone or electronic means within a reasonable time period, established by the department manager, during the agreed upon work schedule.

j. RWJBH will only be responsible for employee illness or injury in approved areas used by the employee only when such illness or injury occurs while the employee is performing work related functions during their approved work schedule.

k. All non-exempt employees will be required to accurately record and report all hours worked in a manner designated by RWJBH.

l. The department manager may change the specific days of work and work time to allow flexibility to meet changing department needs.

m. This policy does not address established RWJBH positions where telecommuting is a requirement for the position. (Example: HIM positions)

2. **Job Sharing**: Allows two (2) employees to divide the responsibilities of one position with no increase in the standard number of hours.

3. **Compressed Work Week**: Reduces the number of days in the standard workweek without reducing the amount of work expected.

   *Example:* An employee scheduled to work five (5) days/8 hours per day/40 hours per week could request a Flex Work schedule of four (4) days/10 hours per day/40 hours per week.

4. **Flex Schedule**: Allows employees variation in arrival/departure times while maintaining their standard number of hours for the workday.
Example: An employee is scheduled five (5) days a week – Monday through Friday, 8:30 am to 5 pm; 8 hours per day/40 hours per week. The employee makes a request to be scheduled five days a week, Monday through Wednesday, 8:30 am to 5 pm and Thursday and Friday from 9 am to 5:30 pm.

Requests/Approvals:

1. Flexible Work options are generally introduced in a work environment by an employee who determines they would like to have a flexible work option. However, managers can also suggest Flexible Work options for some or all employees.

2. Employees interested in a Flexible Work assignment are encouraged to review their needs with their manager to create the best possible arrangement for the situation. After this initial discussion, the employee must complete and submit the Request for Flexible Work form and submit to their department manager.

3. The department manager will review all requests for Flexible Work on an individual basis taking into consideration several factors, including but not limited to, the suitability of the employee’s position, job duties and responsibilities, the ability of the department to meet business and customer needs, etc.

4. The department manager will review the proposal with the divisional Vice President and the Chief Human Resources Officer (CHRO) or Human Resources (HR) designee for approval.

5. Upon these approvals, the department manager is responsible to develop and implement the Flexible Work arrangement.

6. Flexible Work arrangements should be reviewed at regular intervals to assure that the program continues to support business objectives and customer needs.

7. All documentation will be housed in the employee’s HR file.

**EMERGENT situations:**

RWJBH reserves the right, in emergent circumstances where the safety and health/welfare of employees and/or patients may be in jeopardy, to identify departments and/or employees to work remotely in order to reduce risk of illness or injury. Emergent circumstance may include, but is not limited to, extreme weather conditions or health advisory restrictions identified by RWJBH or issued by the World Health
Organization (WHO), Center for Disease Control (CDC) or the New Jersey Department of Health (NJDOH).

Flexible Work is not a right or an entitlement and does not change the terms and conditions of employment with RWJBH. RWJBH has the right to approve, temporarily suspend, or terminate a Flexible Work arrangement at any time for any reason. Program changes are not eligible for Peer Review.

Collective Bargaining Agreement (CBA):

Employees should consult their contract when policy language differs from the language outlined in their CBA.

RWJBH STANDARDIZED ORIGINAL DATE: 03.05.2020
REVISED: