



**TCNJ THE COLLEGE OF
NEW JERSEY**

Before submitting a Flexible Work Agreement, please consider these factors to find out if remote work is for YOU!

Please Review the Flexible Work Arrangement Policy, found here

Review Job Description

Can the job be successfully performed in a remote setting?



Yes, if:

Remote work does not negatively impact team performance.

The position does not require any in person contact.

The position does not require the use of specialized equipment.

Remote work does not affect the service quality or organizational operations.

Working remotely will not negatively impact service to students, faculty, or others.

Remote work supports the unit's business operations & goals.

The position has remote access to necessary files.

The position does not require close & frequent interaction with others.

The position does not require a physical on campus work space to interact with internal & external customers.

Occasionally, if:

The position requires frequent in-person contact.

The position requires the use of specialized equipment.

The position supports primary customers that are seeking on campus assistance/interactions

The position requires the use of hard copy records that are stored on campus.

The position requires close & frequent interaction with others.

The position is designated as essential.

The position requires collaboration or interaction with other employees.

The position requires close supervision from a manager given the importance of accuracy in the work performed or because regulatory requirements make this the best practice.

No, if:

The individual is under a performance improvement plan.

The individual is on any form of corrective action.

Please Note: remote workers may still be required to report to campus for campus events, training, supervisor required meetings, etc.
Please contact Human Resources with any questions.