



NEW JERSEY OFFICE OF INFORMATION TECHNOLOGY NJOIT CIRCULAR Alternate Workweek Program (AWP) Procedure	POLICY NO: NJOIT-2017-02-P1	
	SUPERSEDES: NEW	EFFECTIVE DATE: 04/13/2017
	VERSION: 1.0	LAST REVIEWED: 04/13/2017

1 OBJECTIVE

To set forth the procedures for executing an Alternative Workweek Program (AWP).

2 PROCEDURE

2.1 Enrollment

- 2.1.1 Eligible NJOIT employees may request to enroll in the AWP at any time.
- 2.1.2 An employee must submit a completed AWP Request Form (Request) to their Supervisor for approval.
- 2.1.3 If approved, the Supervisor must submit the Request to the Supervisor or Manager for approval. The request must then be submitted to the Director or Deputy CTO for final approval.
- 2.1.4 If approved, the Director or Deputy CTO must submit the Request to the Human Resources Office.
- 2.1.5 The AWP request must be reviewed and a final determination made within 30 days of receipt of the request.
- 2.1.6 The new schedule will be effective 2 pay periods following the Request's approval by Human Resources.
- 2.1.7 If an AWP Request is not approved at any point during the approval process, the Supervisor or Manager shall respond in writing to the employee indicating the reason for the denial of the request.
- 2.1.8 Once an AWP schedule is approved, it must be reviewed and re-approved annually.



2.2 Modification

- 2.2.1 Schedule modifications may be necessary due to personal or operational needs. Approval of AWP schedule modifications are at the discretion of Management.
- 2.2.2 Any requests for modification of an approved AWP schedule must be approved and received by NJOIT Human Resources 2 pay periods in advance of the scheduled change.

2.3 Withdrawal

- 2.3.1 Employees may request to withdraw from the AWP and return to a regular work schedule at any time by submitting a Request to their Supervisor. Such a change must be requested two weeks in advance.
 - 1.1.1 The return to a normal schedule must begin at the start of a pay period.
 - 1.1.2 Employees who withdraw from the AWP may apply for re-admittance to the program if their circumstances change. Approval of re-admittance will be at the discretion of Management.

Dave WEINSTEIN
Chief Technology Officer
New Jersey Office of Information Technology

DATE

3 DOCUMENT HISTORY

Version	Published Date	CTO	Sections Modified	Description of Modifications
1.0	04/13/2017	D. WEINSTEIN	0.0.0	Original Published Date
1.0	DD/MM/YYYY		None	Annual Review, Approved with no update
2.0	DD/MM/YYYY		0.0.0	
0.0	DD/MM/YYYY			
0.0	DD/MM/YYYY			Policy Rescinded by