



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

1 POLICY

The Chief Technology Officer (CTO) establishes an Alternate Workweek Program (AWP) for eligible employees of the New Jersey Office of Information Technology (NJOIT).

The CTO may limit participation in the AWP to selected groups of job titles, work units and/or work locations to accommodate operational needs.

2 AUTHORITY

The Policy is established under the authority of New Jersey Statute Annotated (NJSA), Sections [C.52:18A-224 through C.52:18A-234](#), known as *"The Office of Information Technology Reorganization Act,"* and the New Jersey Administrative Code (NJAC) Chapter [4A:6-2.6 and 2.7](#).

3 SCOPE

The Policy and related documents in their entirety apply to all full-time, classified and unclassified services employees within NJOIT.

4 PURPOSE

The AWP offers alternative work hours and schedules to eligible NJOIT employees to better meet their personal needs, while continuing to maintain operating efficiency, productivity, and effective service to the Executive Branch.

The AWP does not change the number of hours worked, it allows employees and supervisors to mutually agree upon a varied distribution of work hours.



5 COMPLIANCE AND ENFORCEMENT

The Manager of NJOIT Human Resources will monitor NJOIT Divisions and Directorates for compliance with the Policy.

5.1 Exceptions

5.1.1 Any exception to the Policy must be approved by the CTO in advance.

5.1.2 Requests for exceptions to the Policy shall be made to the Manager of Human Resources through the NJOIT Deputy CTO or Unit Director.

5.2 Non-Compliance

The CTO reserves the right to take appropriate disciplinary action up to and including termination for non-compliance with this policy.

6 RELATED DOCUMENTS

NJOIT-2017-02-S1, Alternative Workweek Standard

NJOIT-2017-02-P1, Alternative Workweek Procedure

NJOIT-2017-02-F1, Alternative Workweek Request Form

7 ADMINISTRATION

7.1.1 The Policy must be reviewed annually, however the CTO reserves the right to change or amend it at any time.

7.1.2 The Policy shall be administered and monitored by the CTO, Dave Weinstein, 300 Riverview Plaza, Trenton NJ 08625.

7.1.3 A description of NJOIT's Alternative Workweek Program (AWP) shall be made available to employees.



Signature on File

Dave WEINSTEIN
Chief Technology Officer
New Jersey Office of Information Technology

04/13/2017

DATE

8 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