

STOCKTON UNIVERSITY

PROCEDURE



The following work arrangements are available to all full-time employees. Work arrangements must align with operational need and must comply with Policy VI-11.1: Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing. Additionally, some work arrangements will require supervisor and Divisional Executive approval.

I. ACADEMIC YEAR (FALL AND SPRING SEMESTERS)

Work arrangements include:

- Work a fully in-person, 5-day work week schedule; or
- Work a 5-day schedule with a remote work component (see Procedure 6171: Remote Work).
 - In extremely limited cases, remote work may be approved for more than one day per week as determined by the Divisional Executive based on operational need.
 - Remote work is not available on a holiday to accrue comp time.

Employees also may request an alternate work schedule (alternate start/end times, lunch, days of the week, etc.). Approval of any alternative work schedule is at the discretion of the supervisor and Divisional Executive based on operational need. Minimally, alternate work schedules shall be in place for a full semester. Changes to approved work schedules made by supervisors require at least two weeks' advance written notice to the employee

II. SUMMER SEMESTER (BEGINNING IN 2025 ON THE MONDAY AFTER COMMENCEMENT AND CONCLUDING AFTER THE THIRD WEEK OF AUGUST)

Work arrangements include:

- Academic year options; or

