

**MEMORANDUM OF UNDERSTANDING
REGARDING TELEWORK**

1. The Civil Service Commission, by decision dated June 7, 2023, extended the Telework Pilot Program from July 1, 2023 through June 30, 2024.
2. During this pilot period, the program shall not be diminished and in accordance with the Pilot Program, appointing authorities shall maintain a robust telework program to which eligible employees have access.
3. The parties to this MOU recognize that pursuant to the June 7, 2023 decision of the Civil Service Commission Amending the Pilot Telework Program, the Commission has stated the “need to institute formal rule making procedures to codify [the Telework Pilot Program] into Title 4A of the New Jersey Administrative Code. Therefore, in order to facilitate formal rule making procedures the Chairperson recommended [and the Commission approved,] extending and continuing the Model Telework Pilot Program until June 30, 2024, to allow the Commission to formally adopt rules and public proposal, notice and comment.” Prior to proposing a formal telework rule, the CSC shall meet with CWA and other interested unions representing State employees impacted by the Pilot Program, to discuss the substance and implementation of these rules. These meetings shall include, but not be limited to, discussions regarding (a) any potential enforcement mechanisms to be included in CSC’s rule, and (b) an opportunity at the unions’ request to meet with departmental senior leadership and/or their designee/s regarding the impacts of telework application reviews and denials on union membership to take place on a mutually agreeable date. Meetings to discuss these rules shall commence no later than October 15, 2023 and shall conclude by March 15, 2024.
4. Pursuant to Civil Service Regulation N.J.A.C. 4A:2-3.3, the “departmental grievance procedures . . . established by negotiated agreement . . . shall be the applicable appeal process.” Accordingly, CWA represented employees grieving violations of the Telework Pilot Program shall use the contractual grievance procedure in Article 4 of the parties’ collective negotiations agreements through Step Two only and appointing authorities/departments shall adhere to those contractual procedures. Pursuant to Civil Service Regulation N.J.A.C. 4A:2-3.7, a Step Two decision may be appealed to the Civil Service Commission within 20 days of the issuance of a Step Two decision. The Commission shall review the appeal on a written record or such other proceeding as the Commission directs and render the final administrative decision. Pursuant to N.J.A.C. 4A:2-3.7, the Union/employee shall have the burden of proof.
5. The Civil Service Commission shall facilitate a meeting between CWA leadership and the senior leadership of the Department of Children and Families or their designees with respect to the application of the Pilot Telework Program in the Department. The Civil

Final - Telework

Service Commission shall also facilitate a meeting between CWA leadership and the senior leadership of the Office of Forensic Science DNA or their designees with respect to the application of the Pilot Telework Program in the Office. These meetings will be conducted prior to October 20, 2023, or within fifteen (15) days following ratification of the parties' collective negotiations agreements, whichever is later.

On behalf of the CSC:

/s/ Allison Chris Meyers, Chair

Dated: 10-1-2023

On behalf of CWA:

/s/Fran Ehret, NJ Area Director

Dated: 10-1-2023