

OLD DOMINION UNIVERSITY
University Policies and Procedures

6202 - TELEWORK POLICY

Statement

The purpose of this policy is to comply with the Commonwealth of Virginia Department of Human Resource Management's Telework Policy 1.61, which permits state agencies to designate employees to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies. This policy applies to classified employees and administrative and professional faculty.

The intent of this policy is to promote telework as a means of achieving administrative efficiencies (e.g., reducing office and parking space), reducing traffic congestion and transportation costs, supporting continuity of operations plans, and sustaining the recruitment and retention of a highly qualified workforce by enhancing work/life balance.

Management is responsible for managing the university's affairs and operations, therefore management, in consultation with the Department of Human Resources, has the discretion to:

- Designate positions for regular or intermittent telework; and
- Designate and approve employees for telework.

Definitions

Telework is defined as a work arrangement in which supervisors direct or permit employees to intermittently or consistently perform their usual job duties away from their central workplace, in accordance with a pre-approved agreement.

A teleworker is an employee who, under formal agreement with the university, performs his/her usual job duties in an alternate work location with or without a specific telework schedule at least one day per week or at least 32 hours per month.

An intermittent teleworker is an employee who, under formal agreement with the university, performs his/her usual job duties in an alternate work location without a specific telework schedule.

Procedures

Position Eligibility

In making decisions about which positions are appropriate to designate or approve for telework, the university will analyze the duties of positions and how the work is performed. Generally, the following types of positions may be appropriate for telework:

- Require independent work
- Require little face-to-face interaction
- Require concentration

- Result in specific, measurable work products
- Can be monitored by output, not time spent doing the job.

The Department of Human Resources, in consultation with managers, will identify broad categories of positions that are ineligible for telework. Human Resources will maintain a list of these positions along with the appropriate justification as to why the positions are ineligible. For example, direct service and place-specific positions such as police officer, clerical support staff, grounds worker and housekeeping worker positions are ineligible.

Employee Eligibility

In making decisions about which employees are designated or approved for telework, the university will review the work qualities of employees, in addition to ensuring that their positions are appropriate for telework. Generally, employees who are successful in telework:

- Are able to work productively on their own
- Are self-motivated and flexible
- Are knowledgeable about the job
- Have a low need for social interaction
- Are dependable and trustworthy
- Have above average performance records
- Are organized
- Have good communication skills

General Provisions

1. To the extent possible, the manager and employee should agree mutually to telework arrangements. The university may also establish telework as a condition of employment based on business needs. Human Resource may consider special circumstances in determining ineligibility of a position upon the request of management.
2. An employee's compensation and benefits do not change as a result of telework.
3. Telework assignments do not change the conditions of employment or required compliance with state and university policies, including the total number of hours that employees are expected to work.
4. Telework is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during employees' work hours, some other individual must be present to provide the care. An employee's total hours required by the job and the availability to the University do not change due to a telework agreement.
5. Employees are required, as requested by the supervisor, to report to the central work location as needed for work-related meetings or other events as needed.
6. The university may be liable for job-related injuries or illnesses that occur during employees' established work hours in their alternate work locations.

7. The employee will supply his/her own equipment to perform work duties offsite and the university is not responsible for its cost, repair or service, unless otherwise provided in the telework policy.
8. The university is not responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as telework alternate work locations. Where appropriate and reasonable, the employee may be reimbursed for business-related costs associated with telework according to the Virginia Department of Accounts Telework Expense Payment Policy.
9. Employees must safeguard state and university information used or accessed while teleworking and comply with all related Office of Computing and Communication Services information technology policies, including required training.
10. Employees who use their homes as telework alternate work locations must ensure compliance with local zoning regulations.

Work Agreements

Managers and employees must complete the Telework Work Agreement before working from an alternate work site. The agreement must be submitted to Human Resources for record keeping and reporting requirements.

The university may terminate the telework agreement at its discretion and should give employees advance notice, when possible. Failure to follow policies, rules and procedures may result in the termination of the telework assignment and/or disciplinary action.

Responsibility: Vice President for Human Resources and Managers

Authorization: John R. Broderick, Acting President

Effective Date: March 15, 2007; Revised March 25, 2008; Revised July 25, 2008