A. PURPOSE

The purpose of this policy is to establish the University’s guidelines for telework as required by the Commonwealth of Virginia Department of Human Resource Management Policy 1.61, Telework. The policy permits management to designate employees to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Code of Virginia, Section 2.2-2817.1, as amended

Virginia Department of Human Resource Management Policy 1.61 – Telework

C. DEFINITIONS

Continuity of Operations (COOP) Plan – A set of documented procedures developed to provide for the continuance of essential business functions during an emergency.

Full-Time Teleworker – An employee who, under formal pre-approved agreement with the University, teleworks their entire work schedule from the alternate work location(s) documented in the agreement.

Hybrid Teleworker – An employee who, under formal pre-approved agreement with the University, consistently teleworks 32 hours or more per month, typically one or two days a week, from the alternate work location(s) documented in the agreement.

Manager – Employees with responsibility to oversee and direct the operation of a work unit including supervision of employee work and approving work schedules and leave.
Limited Teleworker – An employee who, under formal pre-approved agreement with the University, consistently teleworks less than 32 hours per month on a sporadic or task-driven basis in response to a specific agency need.

Telework – A work arrangement in which management directs or permits employees to intermittently or consistently perform their usual job duties away from their central workplace, in accordance with a pre-approved written agreement.

D. SCOPE

This policy applies to classified employees and administrative and professional faculty. The scope of this policy may be expanded in support of continuity of operations plans.

E. POLICY STATEMENT

The University promotes 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 full-time, hybrid or limited telework;
- designate and approve employees for telework; and
- deny approval for telework.

F. PROCEDURES

Position Eligibility

In making decisions about which positions are appropriate to designate or approve for telework, management, in consultation with the Department of Human Resources, will analyze the duties of positions and how the work is performed. Generally, the following types of positions that may be appropriate for telework are those that:

- require independent work;
- require little face-to-face interaction;
- require concentration;
- result in specific, measurable work products; and
- 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. The Department of 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 are typically ineligible.

Employee Eligibility

In making decisions about which employees are designated or approved for telework, managers, in consultation with the Department of Human Resources, will review the work qualities of employees in addition to ensuring that their positions are appropriate for telework. The manager
has the discretion to approve, disapprove or rescind 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;
- are dependable and trustworthy;
- have above average performance records;
- are organized; and
- have good communication skills.

**Telework Agreements**

The Telework Agreement must be completed before the employee may work from an alternate work site. The agreement must also be approved by the unit’s budget unit director and the appropriate vice president and submitted to the Department of Human Resources for approval, recordkeeping and reporting to the Commonwealth’s Department of Human Resource Management. Changes to the agreement must be reported to the Department of Human Resources.

Managers, in consultation with the Department of Human Resources, may terminate the telework agreement at their 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.

**General Provisions**

1. To the extent possible, the manager and employee should mutually agree to telework arrangements. Telework may also be established as a condition of employment based on business needs.

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. Managers are responsible for monitoring and evaluating the work produced by the teleworking employee.

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 an employee’s work hours, some other individual must be present to provide the care.

5. Employees are required, as requested by the manager, to report to the central work location as needed for work-related meetings or other events.

6. Employees must forward their University phone to the alternate work location, which will permit other University employees, customers, etc., to readily access them during scheduled work hours.

7. In rare instances where it is deemed appropriate for supervisors to telework full time, the request must be justified.
8. The University may be liable for job-related injuries or illnesses that occur during an employee’s established work hours in their alternate work locations.

9. Departments may provide University-owned equipment and materials needed by employees to effectively perform their duties off-site. When the department is unable to provide these resources, the employee should supply his/her own equipment to perform work duties off-site. The University is not responsible for the cost, repair or service of the employee’s personal equipment, unless otherwise specified herein. Teleworkers using their personal equipment must comply with Information Technology Standard 02.6.0, Remote Access and Virtual Private Network Standard, and the security terms as stated in the Telework Agreement Form.

Any employee who borrows University equipment agrees to protect such equipment in accordance with University guidelines. University-owned equipment cannot be used for any personal activities.

10. 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.

11. Employees must safeguard State and University information used or accessed while teleworking and comply with all related information technology policies and standards, including required training.

12. Employees who use their homes as telework alternate work locations must ensure compliance with local zoning regulations.

G. RETENTION

Telework agreements must be filed in the employee’s personnel file, which is retained for 50 years following separation, then destroyed in compliance with the Commonwealth’s Records Retention and Disposition Schedule (General Schedule 103, Series 100485).

H. RESPONSIBLE OFFICER

Human Resources Staffing and Operations Manager

I. RELATED INFORMATION

University Policy 1020 – Closure of the University Due to Inclement Weather and Emergencies
University Policy 6200 – Hours of Work Policy
Telework Agreement
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Pamela Harris  September 21, 2016
Responsible Officer  Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks  June 28, 2016
Chair, Policy Review Committee (PRC)  Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ September Sanderlin  September 20, 2016
Responsible Oversight Executive  Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance  October 3, 2016
University Counsel  Date

Presidential Approval:

/s/ John R. Broderick  October 4, 2016
President  Date

Policy Revision Dates:  March 15, 2007; March 25, 2008; July 25, 2008;
December 8, 2009; October 4, 2016

Scheduled Review Date:  October 4, 2021