OLD DOMINION UNIVERSITY
University Policy

Policy #6202
TELEWORK POLICY

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: December 8, 2009

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 managers 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.

Hiring Supervisor – The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Intermittent Teleworker – 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.

Telework – 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 written agreement.

Teleworker – 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.

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 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.

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 such as police officer, grounds worker and housekeeping worker positions are ineligible.

Employee Eligibility

In making decisions about which employees are designated or approved for telework, management, 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. 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; and
- have good communication skills.

General Provisions

1. To the extent possible, the manager and employee should mutually agree to telework arrangements. Management may also establish telework as a condition of employment based on business needs. The Department of Human Resources 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. Managers are responsible for monitoring and evaluating the work products 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. An employee's total hours required by the job and 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 an employee's established work hours in their alternate work locations.

7. 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 the University's Compliance Standard for Remote User Access (5.4.1) 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.

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 Agreement before the employee may work from an alternate work site. The agreement must be submitted to the Department of Human Resources for approval, recordkeeping and reporting to the Commonwealth's Department of Human Resource Management.

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.

G. RESPONSIBLE OFFICER

Human Resources Operations Manager

H. RELATED INFORMATION

Telework Agreement

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

_____ _____
Responsible Officer Signature Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks September 8, 2009
Policy Review Committee (PRC), Date
Chair Signature

Executive Policy Review Committee (EPRC) Approval to Proceed:

_____ _____
Responsible Oversight Executive Signature Date

Presidential Approval:

/s/ John R. Broderick December 8, 2009
President Date

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

Scheduled Review Date: December 8, 2014