Radford University
Telework and Alternate Work Schedule Policy

I. SCOPE

The policy provided herein applies to all administrative and professional faculty, classified, and non-student wage employees of Radford University.

II. POLICY STATEMENT

It is the policy of Radford University to promote and implement procedures that allow eligible employees, when possible, to Telework or use an Alternate Work Schedule. This policy allows opportunities for improved work performance; increased employee retention; reduced commuting costs; departmental cost reductions, temporary or permanent job modifications for Return-to-Work and/or the Americans with Disabilities Act compliance, and consideration of an employee’s quality of work life.

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.

Telework and Alternate Work Schedule agreements must comply with all applicable federal, state, and University regulations and laws. Telework and/or an Alternate Work Schedule is not an employee benefit. Therefore, no University employee is entitled to or guaranteed the opportunity to Telework or use an Alternate Work Schedule and either party may terminate an existing agreement at any time.

III. RESPONSIBILITIES

A. The Director of Human Resources is responsible for the administration and implementation of the Telework and Alternate Work Schedule Policy.

B. Human Resources will audit and maintain records on formal Telework and Alternate Work Schedule agreements for administrative and professional faculty, full- and part-time classified, and wage personnel, to ensure compliance with all University and Department of Human Resource Management policies, as well as state and federal laws. Human Resources will provide training and guidance on the application of the Telework and Alternate Work Schedule policy and procedures, as well as maintaining all forms and documentation on the HR website (http://www.radford.edu/pers-web/).
C. Deans, Directors, and Department Heads are responsible for assuring approved requests are within the scope of this policy and establishing the following quality assurance controls, where applicable:

1. All work objectives and tasks must be clearly defined with measurable results for the telework position.

2. The telework position should require minimal supervision or contact with customers. The employee should demonstrate work habits and performance suited to successful telework.

3. Alternate work schedules, such as rotating shifts, compressed work week, etc., may be developed to allow departments to provide services outside traditional hours of work. Schedule adjustments will not result in an employee working less than his/her prescribed number hours during a work week. Alternate Work Schedule arrangements will not necessarily result in compensatory time or overtime pay.

4. Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events or may meet with an employee in the alternate work location as needed to discuss work progress or other work-related issues.

5. Annual performance evaluations must indicate performance at a level of at least a “Contributor” or “Fully Satisfactory.”

6. Telework or Alternate Work Schedule duties must be arranged so as not to alter the essential job responsibilities nor compromise the level of service provided to the customer, either by the employee or the department.

7. Teleworkers are considered agents of Radford University and will adhere to all University and Department of Human Resource Management policies, as well as state and federal laws.

IV. COMPLIANCE

A. All employees and supervisors must complete a Telework Agreement (Attachment 1) and the Equipment Asset Agreement (Attachment 3) and submit to Human Resources before working from an alternate work site. Failure to do so may result in the inability to telework.

B. Employees and supervisors must complete an Alternate Work Schedule Agreement (Attachment 2) and submit the form to Human Resources prior to working an alternate work schedule.
C. Telework and Alternate Work Schedule Agreements must be reviewed after three (3) months to establish if the needs of the department and customer service are being met. Annual review of the agreements will be conducted thereafter during the annual evaluation cycle.

D. All Radford University policies, rules, and practices will apply at the approved alternate work site and/or an approved alternate work schedule.

E. Failure to follow policies, rules, and practices may result in termination of the arrangement and/or disciplinary action.

F. The Telework or Alternate Work Schedule Agreement may be terminated at any time by either party.

V. DEFINITIONS

Alternate Work Schedule: An acceptable schedule, agreed to by supervisor and employee that differs from the standard workweek. The traditional forty (40) hours per week may be completed in fewer or more than five (5) full workdays. The schedule may include varying the time of day an employee works, the days of the week an employee works, or both.

Alternate Work Site: An acceptable site for performing job duties and responsibilities outside the traditional Radford University office.

Telework: A work option where an employee of Radford University works at an approved alternative work site for an agreed period of time with the remainder of the work time spent at the University work site.