

Policy Title: Telework Policy	Effective Date: 9/11/2009
Policy ID #: HR-PO-1401	Date of Last Revision: 11/29/2012
Oversight Department: Human Resources	Next Review Due: 11/29/2014

1. PURPOSE

The purpose of this Policy is to comply with the *Commonwealth of Virginia Department of Human Resources Management Policy 1.61*, which permits agencies to designate employees to work at alternate locations for a mutually agreed upon portion of their workweek. This policy also complies with *Code of Virginia section 2.2-2817.1* - agencies establish a telework policy.

2. APPLICABILITY

The *Telework Policy* applies to all eligible University positions and employees. The Department of Human Resources will determine positions that are eligible for telework.

3. AUTHORITY

University policies fall within a greater hierarchy of laws, statutes and regulations. The Board of Visitors has been authorized by the Commonwealth of Virginia to govern Radford University. (See Code of Virginia §23-155.7; 23-9.2:3.)

The Board of Visitors, in the Board By-laws, has delegated much of the authority to manage the University to the President, who serves as the agent of the Board and as the Chief Executive Officer of the University. As a part of that management, the President, in conjunction with the President's Cabinet, will direct the development and implementation of University Policies and Procedures.

4. DEFINITIONS

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

Telework: A work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their traditional Radford University office.

Teleworker: An employee who, under formal agreement with the University, performs his/her usual job duties in an alternate worksite with or without specific telework schedule at least one day per week or at least 32 hours per month.

Work Mode Categories:

- 1. Full-Time Teleworker:** Employee has an active telework agreement on file and teleworks all or a clear majority of their planned schedule from a defined and agreed upon alternate worksite(s). Employee will not have permanently assigned office space at any agency facility.

Employee may from time to time travel for work activities, meetings, or conferences when approved by management, but is expected to spend a clear majority of their time teleworking at the agreed upon alternate worksite(s). Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.

- 2. Limited Teleworkers:** Employee has an active telework agreement on file and **teleworks consistently less than 32 hours a month** on a limited, sporadic, or task driven basis in response to a specific institutional need(s). Needs could include, but are not limited to special projects, continuity of operations, emergency closings, and crisis management situations. Employee has an assigned or shared workspace at a University worksite(s). Employee may from time to time travel off-site for work activities, meetings, or conferences when approved by management.
- 3. Hybrid Teleworker:** Employee has an active telework agreement on file and consistently teleworks a minimum of 32 hours or more per month (but less than full-time). Typically teleworks from defined alternate worksite(s) one to two days a week on a consistent and regular basis. Employee has an assigned or shared workspace at a University worksite(s). With management approval, may sometimes travel to another state agency or institutional work sites for meetings or other work - or from time to time to non-University sites for reasonable and necessary conferences or meetings. Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.

5. POLICY

- A.** It is the policy of Radford University to promote and implement procedures that allow eligible employees, when possible, to telework. 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.
- B.** 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.
- C.** Telework agreements must comply with all applicable federal, state, and University regulations and laws. Telework is not an employee benefit. Therefore, no University employee is entitled to or guaranteed the opportunity to Telework and either party may terminate an existing agreement at any time.

6. PROCEDURES

See Corresponding PROCEDURE # HR-PR-1401

(Include Appendices with Procedure)

7. RESPONSIBILITIES

See Corresponding PROCEDURE # HR-PR-1401

8. INTERPRETATION

The authority to interpret this policy rests with the President of the University and the President's Cabinet.

9. EXCLUSIONS

None

10. REFERENCES

Code of Virginia [§2.2-2817.1](#)

Commonwealth of Virginia, Department of Human Resources [Policy 1.61, Telework](#)

Commonwealth of Virginia, Department of Human Resources [Policy 1.60, Standards of Conduct](#)

11. APPROVAL AND REVISIONS

The University President and the President's Cabinet have approval authority over this policy and all subsequent revisions.

The *Telework & Alternate Work Schedule Policy* was initially approved on 9/11/2009.

The existing *Telework & Alternate Work Schedule Policy* was revised for content, renamed, and reformatted in November 2012. The President's Cabinet reviewed and approved the *Telework Policy and Procedure*, and the president signed the policy, on November 29, 2012.

For information, contact the Office of Policy Compliance – 540-831-6651



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Procedure for Policy # HR-PO-1401

Policy Title: Telework Policy

1. Brief Policy Description

It is the policy of Radford University to promote and implement procedures that allow eligible employees, when possible, to telework. 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.

2. Applicability

This policy applies to all eligible university positions and employees.

3. Procedure

- A. Supervisors must complete a Telework Agreement (Appendix A) for any eligible employee, and have the form signed by the employee, supervisor, division head and Human Resources before the employee may begin working from an alternate work site. Failure to do so may result in the inability to telework.
- B. Teleworkers will be categorized under a Work Mode Category. (see definitions in Policy HR-PO-1401)
- C. Telework Agreements must be reviewed by the supervisor and division head 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 by the supervisor and division head thereafter during the annual evaluation cycle.
- D. All Radford University policies, rules, and practices will apply at the approved alternate work site.
- E. Failure to follow policies, rules, and practices may result in termination of the arrangement and/or disciplinary action.
- F. The Telework Agreement may be terminated at any time by either party.

4. Responsibilities

- A. The Executive Director of Human Resources is responsible for the administration and implementation of the Telework Policy.

- B. Human Resources will audit and maintain records on Telework agreements for administrative and professional faculty, classified, and wage personnel, to ensure compliance with all University and Commonwealth of Virginia 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 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 Telework Agreements 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. 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.
 - 4. Annual performance evaluations must indicate performance at a level of at least a “Contributor” or “Fully Satisfactory.”
 - 5. Telework 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.
 - 6. Teleworkers are employees of Radford University and will adhere to all University and Commonwealth of Virginia Department of Human Resource Management policies, as well as state and federal laws.

5. Appendices

Appendix A: Standard Telework Agreement 1/15/2013