1. PURPOSE

The Telework Policy for Radford University (University) sets forth the requirements for designating employees to work at alternate locations for a mutually agree upon portion of their workweek. The Telework Policy complies with the Virginia Department of Human Resource Management (DHRM) Policy 1.61, Telework, and Code of Virginia § 2.2-2817.1, “State agencies to establish alternative work schedules; reporting requirement.”

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. DEFINITIONS

Alternate Worksite: An acceptable location for performing job duties and responsibilities outside the traditional University office.

Division Head: President, Provost, or applicable Vice President

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.

University Employee (Employee): Any person employed by the University as a teaching faculty, administrative or professional faculty, classified employee, part-time or wage employee, student employee, work/study employee, or any other person paid through the University’s payroll process

Work Mode Categories:

- 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 University worksite. 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.

- **Limited Teleworker**: 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.

- **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 or more 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.

4. **POLICY**

A. The University intends 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. The Department of Human Resources (Human Resources) is responsible for the administration and implementation of the Telework Policy. 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 Virginia Department of Human Resource Management policies, as well as federal and state laws and regulations. Human Resources will provide training and guidance on the application of the Telework Policy as well as maintain all forms and documentation on the Human Resources website.

C. Telework agreements must comply with all applicable federal and state laws and regulations, as well as University policies and procedures.

D. 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 telework agreement at any time.

E. 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 worksite during employees’ work hours, some other individual must be present to provide the care.
F. All University policies, procedures, rules, and practices will apply at the approved alternate worksite. Failure to follow policies, procedures, rules, and practices may result in termination of the telework agreement and/or disciplinary action as appropriate.

G. Teleworkers will be categorized under a work mode category of full-time, limited, or hybrid teleworker.

5. PROCEDURES

A. Supervisors must complete a Standard Telework Agreement (see Appendix) for any eligible employee and have the form signed by the employee, supervisor, and division head before the employee may begin working from an alternate worksite. Failure to do so may result in the inability to telework. Completed telework agreements will be maintained by Human Resources.

B. Deans, directors, and department heads must ensure telework agreements are within the scope of this policy and must establish 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 worksite as needed for work-related meetings or other events or may meet with an employee in the alternate worksite 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 the University and must adhere to all University and Commonwealth of Virginia Department of Human Resource Management policies as well as federal and state laws and regulations.

C. Telework agreements should initially 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.

6. EXCLUSIONS

None

7. APPENDICES

Appendix: Standard Telework Agreement
8. REFERENCES

Code of Virginia, § 2.2-2817.1, “State agencies to establish alternative work schedules; reporting requirement.”

Virginia Department of Human Resource Management, Policy 1.61, Telework

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

10. APPROVAL AND 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.

Reviewed April 12, 2022. Only minor revisions were made.

For general information concerning University policies, contact the Office of Policy and Tax Compliance – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.