

<b>Policy Title: Telework Policy</b>	<b>Effective Date: 9/11/2009</b>
<b>Policy Number: HR-PO-1401</b>	<b>Date of Last Review: 5/15/2023</b>
<b>Oversight Department: Department of Human Resources</b>	<b>Next Review Date: 5/1/2026</b>

## 1. PURPOSE

The *Telework Policy* for Radford University (University) sets forth the requirements for designating employees to work at alternate locations for a mutually agreed 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

**Agency Head:** President

**Alternate Location:** 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 location with or without specific telework schedule.

**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

### **Telework Arrangement Categories:**

- **Full-Time Teleworker:** Employee has an active telework agreement on file and teleworks their entire work schedule from a defined and agreed upon alternate location(s). Employee will not have permanently assigned office space at any University worksite.

- **Hybrid Teleworker:** Employee has an active telework agreement on file and consistently teleworks one to four days per week. Typically, the employee teleworks from defined alternate location(s) one to four days a week on a consistent and regular basis. Employee has an assigned or shared workspace at University location(s).

#### 4. POLICY

- A. The University will 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 an employee benefit. However, no University employee is entitled to or guaranteed the opportunity to telework.
- 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 location 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 location(s). 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 telework arrangement category of full-time or hybrid teleworker.

#### 5. PROCEDURES

- A. All employees applying for telework must submit a [Standard Telework Agreement](#) (see Appendix) to Human Resources. Approved *Standard Telework Agreements* remain effective for one year subject to termination by the supervisor. *Standard Telework Agreements* must be signed by the employee, supervisor, division head, and Human Resources before the employee may begin working from an alternate location. Failure to do so may result in the inability to telework. Completed *Standard Telework Agreements* will be maintained by Human Resources.
- B. In accordance with Virginia Department of Human Resource Management, *Policy 1.61, Teleworking*, additional approvals are required for classified staff. All *Standard Telework Agreements* for classified staff must be approved by the Agency Head. Human Resources will coordinate Agency Head approval. Once the *Standard Telework Agreement* is signed and submitted to Human Resources, the supervisor will be contacted to determine if additional

forms and/or approvals are required. Additional approvals, based on the number of days a week requested, may be required by the Cabinet Secretary and/or Governor's Chief of Staff and will be coordinated by Human Resources. All required approvals must be obtained before an employee may begin working from an alternate worksite.

- C. Supervisors in coordination with deans, directors, or department heads must ensure *Standard 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 total number of hours employees are required to work must not change, regardless of work location.
  - 3. Employees must follow established policies and procedures regarding leave.
  - 4. The telework position should require minimal supervision or in-person contact with customers. The employee should demonstrate work habits and performance suited to successful telework.
  - 5. Supervisors may require employees to report to a central location as needed for work-related meetings or other events or may meet with an employee in the alternate location as needed to discuss work progress or other work-related issues.
  - 6. Annual performance evaluations must indicate performance at a level of at least a "meets expectations".
  - 7. 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.
  - 8. Teleworkers 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.
  - 9. Teleworkers may be required to telework in support of continuity of operations during emergency closings and crisis management situations.
  - 10. 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.
- D. *Standard Telework Agreements* should be reviewed by the supervisor after three (3) months to establish if the needs of the department and customer service are being met.
- E. Annual renewal of *Standard Telework Agreements* is required as follows:
  - 1. Supervisors must review each employee's *Standard Telework Agreement* on an annual basis and determine whether to renew or update the agreement for the upcoming year.
  - 2. The annual review will be conducted and documented by the supervisor prior to the end of the annual performance cycle, i.e., October 31.
  - 3. Supervisors must inform employees if the *Standard Telework Agreement* will be renewed or changed by November 1. If changes are needed, the *Standard Telework Agreement* will need to go through the defined approval process.

4. Human Resources must be contacted if the *Standard Telework Agreement* is revoked or changed at any time.

## 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, Teleworking](#)

## 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.

Reviewed October 2022. Minor revisions and changes as a result of the updated Virginia Department of Human Resource Management, *Policy 1.61, Teleworking* were included.

Revised May 2023 to incorporate changes to the Virginia Department of Human Resource Management, *Policy 1.61, Teleworking*.

**For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.**