



Policy No. 3-10

Subject: Telework

Last Revised: 08/01/2022

Historical Status: New

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	Director of Human Resources	College President	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to allow eligible employees to perform their job duties away from permanently or temporarily assigned College facilities, in accordance with applicable Virginia Department of Human Resource Management (DHRM) policies.

II. PERTINENT INFORMATION

- A. While VHCC values the teamwork, collaboration, and productivity resulting from all College employees working on campus, there may be instances when it is in the best of interest of the College to permit or require employees to perform their work away from campus. For the purposes of this policy, this remote work is referred to as telework.
- B. Telework is a benefit offered to employees, and it is not an obligation of VHCC or the Commonwealth of Virginia.
- C. This policy applies to VHCC and should not be construed, misinterpreted, or applied to employees of other state agencies.
- D. Telework may be an option for certain eligible positions, but it may not be appropriate for all VHCC positions. Eligible positions are determined by the type of work and the job requirements of the positions, as determined by the position's supervisor.
- E. This policy does not apply to employees who may telework as an accommodation in accordance with the Americans with Disabilities Act.
- F. Requests for short-term intervals (two weeks or less) do not require a Telework Agreement. This includes requests to telework due to illness of the employee or family member, or exposure to a highly contagious illness (i.e. flu, COVID, strep), where the employee is well enough to perform work, but is required to remain home/quarantine to minimize infecting others and/or to recover more quickly. Such short-term interval requests may be approved in writing by the supervisor, provided all teleworking conditions, including Section IV.D. of this policy, are met.
- G. Teleworking arrangements should not impede an employee's ability to fulfill their employment duties as outlined in the Employee Work Profile or position description, nor compromise productivity or performance.

III. DEFINITIONS

- A. Administrative/Professional Faculty: designated individuals employed primarily in support, supervisory, or managerial roles at VHCC.
- B. Classified Staff: employees who occupy positions that are listed in the Commonwealth's Compensation Plan, and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period.
- C. Employee Work Profile: the official College description of the specific tasks and duties for a given position, usually reviewed and updated annually.
- D. Telework: the regular performance of assigned job duties and functions at an off-campus location. Telework does not include work performed during business travel or off-campus meetings.
- E. Wage Employees: employees not covered by the Virginia Personnel Act (also referred to as hourly, P-14, or WE-14 employees). Generally, these positions are non-exempt for the purpose of overtime compensation, and are limited to an average of 29 hours per week and 1,500 hours per year.

IV. GENERAL GUIDELINES

- A. Eligibility
 - 1. Employees eligible for telework in accordance with this policy:
 - a. Wage Employees; also referred to as P-14 Employees,
 - b. Classified Staff, and
 - c. Administrative/Professional Faculty.
 - 2. This policy does not apply to teaching faculty, including adjuncts.
- B. All teleworking agreements must be approved in advance.
- C. Conditions and Schedules
 - 1. In accordance with DHRM 1.61, the College President may approve not more than one day per week as a telework day for an eligible employee.
 - 2. Work schedules for teleworking employees should be consistent, approved in advance, and in the best interest of the respective department and VHCC.
 - 3. The total number of hours an employee is required to work does not change, regardless of work location.
 - 4. Timesheets and similar documentation for telework are the same as on-campus work.
 - 5. Leave policies and practices for telework are the same as on-campus work; personal time off must be recorded as leave.

6. Approved telework agreements may be superseded when an employee is notified by their supervisor of activities or schedules that require an employee to work on campus.
 7. VHCC may terminate an employee's telework agreement when it is in the best interest of the College.
- D. Equipment and Materials
1. In accordance with DHRM 1.61, state owned and issued equipment and materials must be used while teleworking.
 2. Teleworking employees are responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their homes or other alternate locations for telework.
 3. Teleworking employees must safeguard Commonwealth information used or accessed while teleworking and comply with state and VHCC IT security procedures and protocols.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the President's Cabinet the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. DHRM Policy 1.61 Teleworking
- B. DHRM Standard Telework Agreement

VII. OPERATING REQUIREMENTS

- A. Individuals requesting to telework should communicate their interest with their supervisor and complete the DHRM Standard Telework Agreement.
- B. Supervisors should consider the following when evaluating the request of an employee to telework:
 1. Is telework appropriate to manage the affairs and work of the department?
 2. Will telework benefit the departmental objectives and overall performance expectations of the department or work unit?
 3. Does the proposed schedule reflect specific days of on-campus work that are consistent with the effective delivery of services and team collaboration?
 4. Are legal requirements met for employees with unique workplace considerations, such as IT security or information privacy?
 5. Is the department able to materially support the equipment and materials for the employee to telework?
 6. Is there an appropriate plan to supervise, assess, and evaluate the efficacy of the work done remotely?
- C. Employees wishing to telework must submit their complete DHRM Standard Telework Agreement to their supervisor, who shall forward it to the respective vice president with recommendation for approval or disapproval. The respective

vice president shall forward the Agreement to the President, with recommendation for approval or disapproval.

- D. The College President shall approve or deny an employee's request for telework in accordance with DHRM 1.61. Approved requests are remitted to Human Resources for proper recordkeeping.