



## **Telework Procedure**

**Procedure Number:** 402P

**Responsible Office:** Human Resources

**Forms:** Standard Telework Agreement Form, Supervisor Attestation Form

**Effective Date:** 07/5/2022

**Date Last Reviewed:** 01/22/2024

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### **1. Purpose**

To promote general work efficiencies and worksite flexibility, telework may be an option for certain, eligible positions. Eligible positions are determined by the type of work and job requirements of the position, as defined by NOVA. Determinations for telework eligibility must focus on the job requirements and the ability of the individual employee to perform assigned work duties and continue team collaboration. Telework must not interfere with maintaining functional business operations or quality customer service.

### **2. Definitions**

N/A

### **3. Procedure**

Telework agreements must comply with all applicable federal, state and College regulations and laws. Telework may not be suitable for all employees or positions. Telework is an opportunity for state employees rather than an obligation of the Commonwealth. College employees are not entitled to or guaranteed the opportunity to telework. Business needs will remain the priority in determining work location for NOVA's workforce.

NOTE: NOVA employees must reside in Virginia, Maryland, or the District of Columbia.

NOVA may terminate a telework agreement at its sole discretion and may terminate telework due to an employee's performance at any time.

If telework is approved, assignment of telework does not change the conditions of employment or required compliance with policies. Approved telework agreements may be superseded when an employee is notified by their supervisor of activities that require an employee to work on-site.

Emergency closings of onsite workplaces may require expanded telework to meet College business needs and continuity of services during an emergency closing. NOVA will communicate this expectation to employees when an emergency closing for inclement weather is anticipated, and again when a closing is announced. Telework needs during an emergency closing are determined by business need and management discretion. If an employee is unable to telework during an emergency or inclement weather

closing due to illness or dependent care responsibilities, the employee may be asked to take appropriate leave.

When circumstances (e.g., power failure) prevent the employee from teleworking at the approved alternate work site designated on the Telework Agreement, the employee may be asked and expected to report to a central workplace, other alternative location, or be granted emergency closing authorization, on a case-by-case basis.

Once each semester, NOVA HR will communicate to the NOVA community the time period to submit the electronic Standard Telework Agreement (Form 105-109) to request one day of telework for full-time, non-probationary classified staff and administrative/professional faculty. Requests for 2+ days of telework are submitted on a case-by-case basis.

Approved Telework Agreements will be reviewed for renewal annually in July.

NOVA HR will maintain current teleworking data in the human resource system of record.

Classified staff and administrative/professional faculty who hold positions that, based on their current EWP's on file within Human Resources, meet the criteria to telework are eligible to submit a request for one day a week of telework.

Consideration of any telework application is based on each employee's role and responsibilities, the business needs of the College, the applicant's performance, and managerial discretion. Employees and supervisors are expected to read and understand the Terms of Telework Agreement provided on the DHRM Standard Telework Agreement before moving forward with any request. Failure by employees and/or supervisors to follow the Terms of Telework Agreement will result in immediate suspension of employee telework and may result in disciplinary action.

Telework agreements include information in which employees:

- Notify their supervisors immediately of any situations which interfere with their ability to perform their jobs.
- Maintain safe work conditions and practice appropriate safety habits.
- Confirm that the work location is free from hazards.
- Notify supervisor immediately of any injury incurred while working.
- Absolve the College from liability for damages to real or personal property resulting from participation in the telework program.
- Secure all information, documents, and records in their possession or used while teleworking and not take restricted-access material home without the written consent of their supervisors.

All telework requests are required to be reviewed by the applicant's immediate supervisor and include the supervisor's attestation and signature. Supervisors are expected to walk through each element of DHRM Policy 1.61 - Teleworking and the terms of the telework agreement. A review of a telework request includes but is not limited to the following responsibilities of supervisors as identified in DHRM Policy 1.61 - Teleworking:



- Determining which positions are appropriate for telework operations of their department.
- Assessing the individual and team objectives and overall performance expectations of the team when awarding new telework agreements.
- Ensuring that individual telework agreements reflect specific days of on-site work that are consistent with effective delivery of services and team collaboration.