

## TELEWORK

**Policy Number:** 402

**Categorized:** Human Resources

**Responsible Office:** Office of Human Resources

**Subject:** Teleworking

**Related Policies:** DHRM Policy 1.61 Teleworking; DHRM Policy 1.25 Hours of Work

**Procedures:** 402P

**Additional Information:**

**Effective Date:** 09/10/2019

**Last Reviewed:** 05/2023

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### 1. Scope

The policy and procedures apply to all administrative and professional faculty and classified staff employees of Northern Virginia Community College at all College locations.

### 2. Policy Statement

NOVA's telework policy is in accordance with the [DHRM Policy 1.61 - Teleworking](#) and the Standard Telework Agreement. NOVA's adoption of the standards of [DHRM Policy 1.61 – Teleworking](#) and the Standard Telework Agreement for all non-teaching employees extends to the Terms of Telework Agreement included on the application form.

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.

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 a benefit 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.

NOVA may terminate a telework agreement at its sole discretion, i.e., when business needs shift and it is necessary for the employee to return to work onsite to perform duties. NOVA 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 Approved telework agreements may be superseded when an employee is notified by their supervisor of activities that require an employee to work on-site.

Telework agreements will 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.

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.

### **3. Authority**

DHRM Policy 1.61 Teleworking

DHRM Policy 1.25 Hours of Work