

TELEWORK

Policy Procedure: Telework

Procedure Number: 402P

Contact Information: Office of Human Resources

Forms: Telework Agreement Form

Last Reviewed Date: 05/2023

PROCEDURES

NOVA accepts and reviews applications to telework at its discretion. Telework applications for one day a week may be submitted during specific periods designated by the College. Final approval on each application for one day a week telework will be made by the College President, or designee, pursuant to the authority delegated in accordance with DHRM Policy 1.61 – Teleworking.

One Day a Week Telework

Full-time classified staff and full-time administrative/professional faculty who hold positions that, based on their current EWP's on file within Human Resources, have the following designations are eligible to apply for one day a week telework:

- Supervisory responsibilities for a division or office that consists exclusively of remote operations, offers exclusively online/remote services to students and/or employees, and includes no employees with on-site responsibilities; OR
- Supervisory responsibilities for a division or office where the department Vice President/Provost has attested that a business need and rationale exists for telework; OR
- No supervisory responsibilities and provides in-person direct services to students and/or other employees for less than 30% of their job responsibilities; OR
- No supervisory responsibilities and rely on regular interaction with other NOVA employees to complete less than 30% of their job responsibilities.

Employees who are still in their probationary period, and P14s whose positions have not been designated as a five-day a week telework position are not eligible to telework.

Two or More Days a Week Telework

Positions can be considered for two or more days of telework a week, if the EWP meets the following criteria:

- According to the current EWP on file in Human Resources, it is designated as a position that requires no in-person, on-site responsibilities and no in-person interactions with students, employees, or the public when teleworking.

AND the EWP meets at least one of the following four criteria:

- The search for this position did not identify any applicants within the DMV region who met the position's qualifications and/or who would accept the position's salary. *Example of documentation: documented search outcomes.*
- The physical space dedicated to this position before the pandemic has been permanently reallocated to another college function with higher priority or is no longer leased by the college. *Example of documentation: revised lease agreement; NOVA Facilities memo that verifies elimination of office.*
- Providing more than one day of telework provides a measurable and significant financial benefit to the college. *Example of documentation: recurring salary cost savings validated by the NOVA Budget Office.*
- Providing less than two days of telework poses an immediate risk to retention of an employee based on another offer or a significant number of postings for the same position within the region list telework as a condition of employment. *Example of documentation: offer letter from another employer explicitly identifying telework as part of offer; regional job postings for the same position that explicitly list and define telework at two days or more per week.*

Telework applications for two days a week require final approval from the Governor's Cabinet Secretary. Telework applications for more than two days a week require final approval from the Governor's Chief of Staff.

Responsibilities

All telework requests are required to be reviewed by the applicant's immediate supervisor and include the supervisor's attestation and signature. Supervisors must provide full and clear supporting documentation for all two or more days a week telework requests. 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, and the operations of the College.
- Assessing the individual and team objectives and overall performance expectations of the team when approving 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.

Failure by employees and/or supervisors to follow the "Terms of Telework Agreement" will result in immediate suspension of employee's telework eligibility and may result in disciplinary action.

Approved telework agreements remain effective for one year, subject to annual renewal or termination by NOVA.

Renewal of Approved Telework Agreements

Approved telework agreements (one day a week or two or more days a week) are reviewed on an annual basis to determine whether to renew or update the agreement for the upcoming year.

Renewals are performed on July 1st every year.

NOVA will review the employee's job duties and performance to determine if any changes need to be made to the telework agreement. Supervisors will inform employees if their telework agreement will be renewed or changed. If changes are needed to the telework agreement, the agreement will need to be approved through the defined process above.

Annual renewals of all existing and previously approved telework agreements will be approved by the immediate supervisor and College President or designee.

Termination of a Telework Agreement

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 will attempt to give employees documented advance notice (two weeks is recommended) if a decision is made to terminate the agreement; however, advance notice is not required.

NOVA may terminate telework due to an employee's performance at any time.

Temporary Telework

All employees may request temporary telework. Temporary telework is no more than two weeks, and for temporary circumstances. 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-19), 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. This also includes requests to telework for part of or for one full day due to circumstances such as home maintenance (i.e., HVAC repair), doctor/dental appointment, etc.

The temporary telework agreement is not a replacement or substitute for any type of leave, including sick leave or other personal medical leave.

Supervisors must provide a rationale for temporary telework requests. Final approval is by the College President or designee. Until an application for temporary telework is approved, an employee must either take leave or work on site.