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1. PURPOSE

The _____ 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 _____ complies with the Virginia Department of Human Resource Management (DHRM) Policy 1.61 _____, and Code of Virginia § 2.2-2817.1, "State agencies to establish alternative work schedules; reporting requirement."

2. APPLICABILITY

The _____ 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 . 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 regulee lawsn lenedoit (agc95 (n)eTw 0.2

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.

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4. Human Resources must be contacted if the policy 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](#),

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

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