



OLD DOMINION UNIVERSITY

University Policy

Policy #6202
TELEWORK POLICY

Responsible Oversight Executive: Vice President for Human Resources, Diversity, Equity, and Inclusion
Date of Current Revision or Creation: March 3, 2022

A. PURPOSE

The purpose of this policy is to establish the University's guidelines for telework as required by the Commonwealth of Virginia Department of Human Resource Management Policy 1.61, Teleworking. The policy permits management to designate employees to work at alternate work locations for all or part of their workweek as a means of achieving administrative efficiencies, reducing traffic congestion and transportation costs, supporting continuity of operations plans, meeting critical skill-based talent needs, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance.

B. AUTHORITY

[Virginia Code Section 231-1301, as amended](#) grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 701(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Code of Virginia, Section 22B17.1, as amended](#) State agencies to establish alternative work schedules; reporting requirement.

Virginia Department of Human Resources 8.2.2 ((V.04 T012I (art)74)Tj EMC /JD)-5.6 936 (e2t)-6 (i)5

[Alternate Work Location](#)– Approved work sites other than the employee's central workplace where official State business is performed. Such locations may include, but not necessarily limited to the employee's home and satellite offices.

[Central Workplace](#)– An employer's place of work where employees normally are located.

[Continuity of Operations \(COOP\) Plan](#)– A set of documented procedures developed to provide for the continuance of essential business functions during an emergency.

[Full-Time Teleworker](#)– An employee who, under formal approved agreement with the University, teleworks their entire work schedule from alternate work location(s) documented in the agreement.

- x result in specific, measurable work products
- x can be monitored by output.

The Department of Human Resources advises in consultation with supervisors determine whether their positions are eligible or ineligible for telework. In doing so, positions ineligible for telework are identified on the position description. For example, direct service and plant specific positions are typically ineligible.

Employee Eligibility

In making decisions about which employees are designated or approved for telework, managers in consultation with the Department of Human Resources, will review work qualities of employees in addition to ensuring that their positions are appropriate for telework. The manager has the discretion to approve, disapprove or rescind telework. Generally, employees who are successful in telework:

- x are able to work productively on their own
- x are self-motivated and flexible;
- x are knowledgeable about the job
- x are dependable and trustworthy
- x have above average performance records
- x are organized and
- x have good communication skills

Telework Agreements

The Telework Agreement must be completed

POLICY HISTORY
