Attachment

# Standard Telework Agreement

**Authority:** Code of Virginia § 2.2-203.1. requires that the Secretary of Administration establish and maintain the Commonwealth of Virginia’s employee Telework Policy. Code of Virginia § 2.2-2817.1. requires Commonwealth agency heads establish and maintain agency specific telework policies and establish work agreements with all employees who telework.

**Terms of Telework Agreement**

The terms of this agreement must be read in conjunction with agency specific telework policies. Signatories certify they will abide by the terms of this agreement, all applicable telework policies, and all agreement specific terms established by the employing agency

## Safety

* Employee will verify the safety of an alternate worksite using the safety checklist in Section II of this agreement.
* Employee is covered by the Commonwealth’s Workers’ Compensation Program and/or the Virginia Sickness and Disability Program (VSDP), as appropriate, if injured while working at the alternate worksite. Employees teleworking outside of the Commonwealth of Virginia may be covered by their alternate work location’s Workers Compensation regulations.
* Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury that occurs while working at an approved alternate work location.
* Supervisor will investigate all accident and injury reports immediately following notification.
* Agency reserves the right to inspect the alternate work location to ensure safety standards are met.

## Confidentiality and Information Security

* Employee will apply approved safeguards, in accordance with agency policy, to protect agency or state records from unauthorized disclosure or damage, and will comply with all records and data privacy requirements set forth in state law agency specific policies, and state policies.
* Employee will conduct work at the alternate work location in compliance with all information security standards.

## Work Standards and Performance

* Employee will meet with their supervisor to receive assignments and to review completed work as the supervisor deems necessary or appropriate.
  + Employee may be required to return to the central work location on scheduled telework days based on operational requirements.
  + Employee will complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and expectations stated in the employee’s work profile and performance plan
  + .Supervisor will regularly evaluate and provide feedback on the employee’s job performance as defined in the employee’s work profile and performance plan.
* Employee agrees to perform telework at the agency-approved alternate work location(s) and times defined in this agreement unless they notify and receive explicit approval from a supervisor to temporarily shift telework to another alternate work location or time period. Failure to comply with this provision may result in loss of pay, termination of the telework agreement, and/or appropriate disciplinary action.
* Telework for unplanned or temporary circumstances such as school closings, family illness, etc may be approved by agency supervisors.

## Compensation and Benefits

* All pay/salary rates, leave/retirement benefits, and travel reimbursements will generally remain as if the employee performed all work at the employee’s established base work location. Employees teleworking outside the Commonwealth of Virginia may have compensation and benefits impacts due to legal or other requirements.

## Compensation and Benefits (cont.)

* A non-exempt employee who teleworks approved overtime at the direction of a supervisor will be compensated in accordance with applicable law and state policy.
* Employee understands that supervisory approval must be obtained *prior to* working overtime hours (if non-exempt.) By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in termination of the telework agreement

and/or appropriate disciplinary action.

* Employee must obtain supervisory approval before taking leave in accordance with established Agency procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

## Equipment and Expenses

* Employee who borrows agency equipment agrees to protect such equipment in accordance with agency guidelines. State-owned equipment will be serviced and maintained by the agency. By signing this agreement the employee will follow the agency’s instructions for returning the equipment for service and maintenance or upon separation from the Agency.
* If employee provides their own equipment, employee is responsible for servicing and maintaining it.
* Neither the agency nor the state will be liable for damages to an employee’s personal or real property during the performance of assigned work or while using state equipment in the employee’s residence.
* Neither the agency nor the state are obligated to assume responsibility for operating costs, home maintenance, or any other incidental costs (e.g., utilities, Internet Service Provider costs, etc.) in the use of employee homes or other alternate work locations for telework.

## Initiation and Termination of Agreement

* The agency and employee understand that telework shall be governed by the same state personnel policies as those applicable to employees at the agency’s central workplace except as modified by this agreement.
* Agency concurs with employee participation and agrees to adhere to applicable policies and procedures.
* Agency may terminate this telework agreement at any time. (Agreement may be terminated for reasons to include, but not limited to, declining performance and organizational benefit). Two weeks’ notice to the employee is recommended when feasible.
* Employee may terminate this telework agreement at any time unless telework is a condition of employment. Two weeks’ notice to the agency should be provided when possible.
* The telework agreement should be reviewed and updated annually.

## Agreement Agency Specific Terms and Conditions:

***NOTE:*** The language used in this agreement does not create an employment contract between the employee and the agency. This agreement does no create any contractual rights or entitlements, but, instead, establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of teleworking. The agency reserves the right to revise the content of this agreement or its terms, in whole or in part, at its discretion. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph are binding upon the agency.

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# Standard Telework Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Information** | | | | |
| Last Name | First Name | | | Middle Initial |
|  |  | | |  |
| Employee ID Number | | Work Title | | |
|  | |  | | |
| Agency Name | Department Name | | | Manager Name |
|  |  | | |  |
| ***This telework agreement should be reviewed and updated annually.*** | | | | |
| Start Date | | End Date | | |
| **Telework Location Information** | | | | |
| Street Address: | | | City: | |
| State: | Country: | | | Zip Code: |
| Telework Location Phone Number: | | | | |

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# Telework Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Remote Work Schedule** | | | | |
| **Day of the Week** | **Schedule** | **Work Location** | | |
| Monday |  |  | | |
| Tuesday |  |  | | |
| Wednesday |  |  | | |
| Thursday |  |  | | |
| Friday |  |  | | |
| Saturday |  |  | | |
| Sunday |  |  | | |
| Other (variable telework day, etc.) |  |  | | |
| **Continuity of Operations Status** | | | | |
| Employee ☐ **IS** *or* ☐ **IS NOT** expected to telework for the duration of an emergency pursuant when the employee’s central workplace is closed due to natural or manmade emergency situations (e.g. snow storm, hurricane, act of terrorism, etc.). If employee is unable to telework during an emergency due to illness or dependent care responsibilities, the employee must take appropriate leave. The employee may be asked and expected to report to an agency central workplace, other alternative locations, or be granted emergency closing authorization,on a case-by-case basis, when other circumstances (e.g. power failure) prevent the employee from teleworking at the alternate work locations listed above. | | | | |
| The agency and employee agree to the following responsibility for expenses that may be related to teleworking. The agency will or will not be responsible for the following equipment or expenses: | | | | |
| **Expense – The agency and employee agree to the following responsibility for expenses that may be related to teleworking** | | | **Yes** | **No** |
| Business related phone calls | | | ☐ | ☐ |
| Agency issued cell phone | | | ☐ | ☐ |
| Use of personal phone stipend | | | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| Telework location internet connection | ☐ | ☐ |
| Hardware and software required to perform job | ☐ | ☐ |
| Office supplies | ☐ | ☐ |
| Travel and commuting expenses to agency physical location | ☐ | ☐ |
| Lodging expenses related to travel to agency physical location | ☐ | ☐ |
| Other: | ☐ | ☐ |
| Other: | ☐ | ☐ |
| Other: | ☐ | ☐ |
| Other: | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **Safety Checklist - Safety Feature Verified at Alternate Work Location Listed** | **Yes** | **No** |
| 1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location. | ☐ | ☐ |
| 2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.) | ☐ | ☐ |
| 3. Electrical system allows for grounding of electrical equipment (three prong receptacles). | ☐ | ☐ |
| 4. Alternate work location is free of any obstructions that could restrict visibility and movement (including doorways). | ☐ | ☐ |
| 5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways. | ☐ | ☐ |
| 6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard. | ☐ | ☐ |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. If materials containing asbestos are present, they are in good condition. | | ☐ | ☐ |
| 8. Work location space is free of excessive amounts of combustibles, floors are in good repair, and carpets are well secured. | | ☐ | ☐ |
| **Agency Specific Requirements** | | | |
| Agencies may use this space to document additional agency specific requirements for teleworking employees. | | | |
| The information provided within this Telework Agreement is accurate and will be followed. If any information changes, it is the employee’s duty to inform the supervisor or manager and to initiate the completion of an updated agreement. The parties have read and understand this agreement, responsibilities as described in the Telework Policy, 1.61, and agree to the duties, obligations, responsibilities and conditions described within. This telework agreement replaces and supersedes all prior telework agreements and/or arrangements.  Teleworkers working full-time outside the Commonwealth of Virginia are responsible for working with agency staff to ensure compliance with telework location applicable laws, regulations, and requirements. Teleworkers working full-time outside the Commonwealth of Virginia are also responsible for understanding and complying with telework location requirements related to income taxes and benefits. | | | |
| Employee Signature: | Date | | |
| Agency Head: One day a week and emergency telework | Date | | |
| Secretary: Two Days a week | Date | | |
| Chief of Staff: More than two days a week | Date | | |

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