



Policies and Procedure

TITLE Telework Policy

Origination Date: July 1, 2021

Effective Date: July 1, 2021

Policy Statement

The Old Dominion University (“ODU”) Research Foundation (“Foundation”) promotes telework to achieve administrative efficiencies, maintain competitiveness for attracting talent, reduce environmental impacts associated with commuting, support continuity of operations planning, and enhance work-life balance for its employees.

This policy permits management to designate employees to work at alternate work locations for all or part of their workweek to promote general work efficiencies. This policy applies to all Foundation employees. It is designed to be in alignment with **ODU 6202: Telework policy** to facilitate an integrated approach to position management for ODU supervisors of both ODU and Foundation staff.

Reason for Policy/Purpose

The Executive Director, in consultation with Foundation supervisors and Human Resources, has the discretion to designate positions for full-time, hybrid or limited telework; designate and approve employees for telework; and deny approval for telework.

Formal telework arrangements must be approved by an employee’s supervisor, Human Resources, and the Executive Director of the Foundation before routine implementation of telework may commence.

The Foundation’s Executive Director has the discretionary authority to broadly implement telework arrangements to respond to business needs. The Executive Director may implement telework for all, or to a limited and specific subset of employees depending on the circumstances, and for any period deemed necessary. Supervisors have the discretion to implement occasional telework for reasons such as inclement weather, major traffic congestion, or other conditions that prohibit employees from coming to work or being productive at work. Temporary telework may be implemented by supervisors, with the approval of the Director of Human Resources and the Executive Director of the Foundation. Approval of employee teleworking is at the sole discretion of the Foundation.

Telework – A work arrangement in which management directs or permits employees to

intermittently or consistently perform their usual job duties away from their central workplace.

Full-Time Teleworker – An employee who, pursuant to his/her supervisor's prior, written approval, teleworks his/her entire work schedule from the alternate work location(s) as documented by the supervisor. *This is primarily utilized for hard to fill positions that are not successful in local recruitment due to specialized skill and/or military transferring situations. Full time telework considerations require the review and approval of Human Resources and Executive Director.*

Hybrid Teleworker – An employee who, pursuant to his/her supervisor's prior, written approval, consistently teleworks 32 hours or more per month, typically one or two days a week, from the alternate work location(s), as documented by the supervisor.

Limited Teleworker – An employee who, pursuant to his/her supervisor's prior, written approval, consistently teleworks less than 32 hours per month on a sporadic or task-driven basis in response to a specific business need.

Who Needs to Know This Policy

- A. In making decisions about which positions are appropriate to designate or approve for telework, Foundation management, in consultation with the Human Resources department, may analyze the duties of positions and how the work is performed. Positions that may be appropriate for telework generally: (a) require independent work; (b) require little in-person interaction; (c) require concentration; (d) result in specific, measurable work products; and (e) can be monitored by output, rather than time spent doing the job.
- B. Human Resources, in consultation with Foundation supervisors and the Executive Director, will determine which positions are eligible or ineligible for telework based on position duties and the Foundation's business needs. The department of Human Resources will maintain a list of Foundation positions along with the appropriate justification as to why the positions are either eligible or ineligible for telework. It is permissible to have two nearly identical positions have different telework eligibility based on business needs or management preferences.

Policy Summary

The Foundation may restrict employment in telework eligible positions based on the employee's state of residence, for example, restricting to residents of the Commonwealth of Virginia. Other states of residence that do not place undue burden on the Foundation may be approved for teleworking. However, the Foundation is under no obligation to retain a teleworking employee who relocates to a state in which the Foundation has not already provisioned for withholding, unemployment insurance, workers compensation, and like matters.

Any burden placed on the employee resulting from a change in the telework eligibility of their position cannot in and of itself be grounds for a grievance. For example, a telework eligible position occupied by a resident of another state could be rendered ineligible because changes in that state's laws that placed an undue accommodation burden on the Foundation. Similarly, a change in business strategy might require that the position be rendered ineligible for telework.

- A. Employees who are permitted to telework may still be required, as requested by their supervisors, to report to the central work location as needed for work-related meetings or other events. To the extent possible, supervisors will provide 24 hours or more notice when requiring an employee to report to the central location on a day ordinarily scheduled as telework.
- B. Telework may be rescinded or modified based on Foundation business needs or employee work performance while teleworking.
- C. Foundation management may change the telework eligibility of any position at any time for any legitimate business reason. Whenever possible, management shall provide reasonable notice to any employee affected by a change in the telework eligibility status of a position they occupy.
- D. To the extent possible, the Foundation and employee may mutually agree to telework arrangements. However, approval or disapproval of telework may also be established as a condition of employment, based on the Foundation's business needs.
- E. An employee's compensation and benefits do not change because of telework. Telework assignments do not change the conditions of all employees' at-will employment or employees' required compliance with Foundation policies, including the total number of hours that employees are expected to work. Supervisors are responsible for monitoring and evaluating the work produced by the teleworking employee.
- F. Telework is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during an employee's telework hours, some other individual, other than the Foundation employee, must be present to provide the care.
- G. Employees must forward their Foundation phone to the alternate work location during telework to permit other employees and customers to readily access them during scheduled work hours.
- H. Teleworking employees are responsible for furnishing equipment and paying expenses incidental to telework, such as electricity, internet service, office space, phone, and telecommunications charges. The Foundation is not responsible for the cost, repair, or service of the employees' personal equipment.
- I. Employees who use their homes as telework alternate work locations must ensure compliance with local zoning regulations. The Foundation is not responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as telework alternate work locations.
- J. Teleworkers using their personal equipment must comply with ODU Information Technology Standard 02.6.0, Remote Access and Virtual Private Network Standard, and all Foundation information technology and security policies.
- K. The Foundation may provide Foundation-owned equipment and materials needed by employees to effectively perform their duties off-site, via telework. However, any employee who borrows or uses Foundation equipment agrees to protect such equipment in accordance with Foundation guidelines. Foundation-owned equipment cannot be used for any personal activities.

- L. The Research Foundation may provide a telecommunications service allowance, equipment, or office supplies based on the expected frequency of teleworking.
- M. Employees terminating employment are responsible for returning Foundation equipment and property in the same condition it was provided to them.
- N. Employees must safeguard Foundation information used or accessed while teleworking and comply with all confidentiality policies and standards, including required training.

Approval Criteria

The Executive Director, in consultation with Foundation supervisors and Human Resources, has the discretion to designate positions for full-time, hybrid or limited telework; designate and approve employees for telework; and deny approval for telework.

Formal telework arrangements must be approved by an employee's supervisor, Human Resources, and the Executive Director of the Foundation before routine implementation of telework may commence.

In making decisions about which employees are designated or approved for telework, supervisors, in consultation with the Human Resources department, will review the work performance of employees *in addition* to ensuring that their positions are appropriate for telework. The supervisor has the discretion to approve, disapprove or rescind telework for any employee regardless of position eligibility.

Generally, employees who are successful in telework are (a) able to work productively on their own; (b) self-motivated and flexible; (c) knowledgeable about the job; (d) dependable and trustworthy; (e) organized; and (f) effective communicators. Employees' prior work performance record may be considered by managers in making telework assignments.

Forms

Telework Agreement

Telework Equipment Agreement

Website Addresses for This Policy

<http://www.researchfoundation@odu.edu>

Contacts

For more information on this policy, please contact Hope Fowler, HR Director at 757-683-4293.

Definitions

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Related Information

Appendices

Who Approved This Policy

Old Dominion University Research Foundation Board of Trustees

History/Revision Dates

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