

**This cover sheet must be completed for all Telework Agreements. The cover sheet and all telework forms must be routed from the supervisor, to the Vice President, and lastly to Human Resources. HR will send signed telework agreements to the President for his signature. Agreements of 2 or more days will be sent to the appropriate person in the Governor’s Office for final approval.**

### Standard Telework Agreement Cover Sheet & Justification Statement

#### Section 1: Employee and Position Details

PS ID#:	Position Number:	Last Name:	First Name:
# of Telework Days per week:			

#### Section 2: Telework Details

Please thoroughly explain the substantive rationale for requesting a telework arrangement by providing responses to **all** of the questions below.

<b>1</b>	Describe how this telework arrangement will increase/enhance productivity.
<b>2</b>	What work will be performed on telework days?
<b>3</b>	How does the work products described in question #2 meet individual and team objectives when performed on telework days?
<b>4</b>	Describe how this telework arrangement creates efficiency in terms office space, work arrangements and collaboration.
<b>5</b>	How does this telework arrangement address retention concerns?
<b>6</b>	Describe positive customer service outcomes with performing telework.

<b>7</b>	Describe how an urgent request or issue requiring the need to be on-campus on a telework day will be handled.
<b>8</b>	Other additional considerations for approving the telework arrangement:

### Section 3: Signatures

<b>Supervisor Signature</b>	<b>Date</b>
<b>Vice President Signature</b>	<b>Date</b>
<b>Human Resources Signature</b>	<b>Date</b>

# Standard Telework Agreement

Section I – Employee Information		
Last Name	First Name	Middle Initial
Employee ID Number	Work Title	
Agency Name	Department Name	Manager Name
<b><i>This telework agreement should be reviewed and updated annually.</i></b>		
Start Date	End Date	
Section II – Telework Location Information		
Street Address:	City:	
State:	Country:	Zip Code:
Telework Location Phone Number:		
Telework Location Description		
<p>Employees teleworking outside the Commonwealth of Virginia must ensure that the telework location is accurately reflected in this agreement and in relevant systems to ensure compliance with taxes, payroll deductions, and the applicability of other labor and employment laws. Teleworking outside the Commonwealth of Virginia may impact eligibility and access to certain benefits provided to employees working in the Commonwealth of Virginia.</p>		
Section III – Notification and Approval Process for Occasional Changes to Telework Location		
<p>Document the notification and approval processes required for the employee to request and receive approval for telework locations or pattern changes - or for the agency to inform the employee of the need to shift to limited telework. Employees may request and/or managers may require an employee to change their scheduled telework day to accommodate business needs.</p>		
Section IV – Remote Work Schedule		
Day of the Week	Schedule	Work Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
NOTE: Consecutive telework days shall occur within a calendar week.		

# Standard Telework Agreement

<b>Section V – Safety Checklist</b>		
<b>Safety Feature Verified at Alternate Work Location Listed Above:</b>	<b>Yes</b>	<b>No</b>
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.		
<b>Section VI – Agency Specific Requirements</b>		
Agencies may use this space to document additional agency specific requirements for teleworking employees.		
<b>Section VII – Notices and Signatures</b>		
<p>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.</p> <p>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.</p>		
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	

**NOTE:** The language used in this agreement does not create an employment contract between the employee and the agency. This agreement does not 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. Telework Agreements are subject to revisions of the DHRM Teleworking Policy, Number 1.61.