

TELEWORK REGULATIONS

Alexandria City Public Schools (ACPS) supports and encourages telework arrangements for its eligible employees, recognizing that in certain circumstances it is practical and efficient to work from an alternate work location. The following procedures outline the conditions under which telework arrangements may be made. Approved telework is provided to ensure the goals and mission of ACPS are accomplished in a productive, thoughtful and economical manner and is not provided for employees' convenience. Unless mass telework has been authorized, an employee's ability to work remotely is at the discretion of the supervisor, with notice provided to the Department of Human Resources and the applicable Senior Leadership Team member.

I. DEFINITIONS

Alternate Work Location: a space not owned or leased by Alexandria City Public Schools.

Assigned Worksite: the location where an employee typically works.

Individual Telework (Episodic Telework Event): a unique circumstance or nonrecurring situation ordinarily of no more than 2 pay periods in duration in which an employee may telework due to extraordinary personal or work circumstances that will benefit the operations of the employee's organization. For example, telework may be authorized when an employee has an intense or demanding critical work assignment that can best be performed from an offsite location, where the distractions of a normal school/office environment would reduce the employee's effectiveness.

Mass Telework: when multiple members of an office unit, department or school are authorized to use an alternate work location due to unusual circumstances, such as a public health emergency, building systems failure/loss of resources, or during other emergencies/unique circumstances as authorized by the Superintendent.

Schools in Session: any day that students are scheduled to be in class, other than during summer school held in July and August.

Telework/Remote Work: the performance of the essential functions of one's job description in an alternate work location.

II. INDIVIDUAL TELEWORK

A. ELIGIBILITY CRITERIA

1. Except in the limited circumstances listed in Sections III.A. and D. of this regulation:
 - A licensed employee's most recent performance evaluation must have been "meets standards/effective" or equivalent to be eligible for participation in the telework program.

- A support staff employee must have received at minimum, a “proficient” on the employee last performance evaluation and have completed the probationary period.
 - The employee must have a work history that demonstrates the employee works efficiently without close supervision.
2. The employee must be computer literate, have an available and suitable designated work space at the offsite location, and have access to any computer and telecommunications equipment necessary for the completion of tasks. All costs incurred by an employee to arrange a telework site and to telework are the employee's responsibility and will not be reimbursed (e.g., telephone charges, internet service, home office equipment and software). ACPS-owned software may be installed on an employee-owned computer subject to license agreements, and if no longer deemed necessary by the supervisor to the employee's work assignment, must be removed upon termination of the telework arrangement.
 3. An employee's performance when teleworking will be monitored in the same manner as employees at an assigned worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation. Employees must keep track of the work performed while teleworking, report the results to their supervisor, and meet agreed upon deadlines.
 4. Because of the nature and responsibilities of their positions, the following types of employees **may not** be eligible for individual telework:
 - School-based employees when schools are in session;
 - Supervisory employees when schools are in session;
 - Employees who are eligible for overtime pursuant to Policy GAA: Staff Time Schedules; or
 - Employees whose physical presence at the assigned worksite is essential to the performance of their duties.

Such employees may, however, be permitted to telework on an ad hoc basis with the approval of their supervisor. During periods of extended closures for various reasons, they may be directed to do so.

5. Principals must still approve telework when a teacher work day has been designated as telework-eligible by the Superintendent. The eligibility factors listed above do not apply in this context.

III. CIRCUMSTANCES THAT MAY WARRANT INDIVIDUAL/MASS TELEWORK

Supervisors may authorize an employee to work from an alternate work location:

- A. During emergency and weather-related school closings when the employee is not identified as emergency and/or essential personnel, but would otherwise be required to report to work;
- B. When schools are closed for the summer break, an employee may periodically be authorized to telework on an agreed-upon schedule if he/she is not assigned summer school responsibilities;
- C. To complete special project work that requires minimal interruptions;
- D. During unusual circumstances such as:
 - construction, an accident or natural disaster that make the primary worksite inaccessible/uninhabitable; or
 - when a declared public health emergency causes extended closures or requires physical distancing at the assigned work site and the employee is not considered emergency or essential personnel (as defined in Regulation EBCD-R);
- E. On a teacher work day when students are not in school;
- F. When the employee and supervisor acknowledge that the employee's job, in whole or in part, is appropriate for telework and it is in the best interests of the school division;
- G. Due to an employee's unique and unusual personal circumstances; or
- H. Due to an office reorganization. The Division may reorganize to adopt a mass-telework structure for specific departments, offices or school programs.

IV. CIRCUMSTANCES THAT PROHIBIT TELEWORKING

Employees are prohibited from telework when:

- They are identified as emergency or essential personnel; or
- Their physical presence at the assigned worksite is essential to the performance of their duties.

V. ALTERNATE WORK LOCATION

An alternate work location must be clearly communicated and approved by the supervisor. During the employee's normal working hours, the employee must be available to communicate with the employee's immediate supervisor. Work-related injuries that occur in the alternate work location must be reported to the supervisor, and require adherence to the

workers' compensation reporting procedures on the ACPS Human Resources website. If there is reason to believe that unsafe conditions exist at the alternate work location or if a workers' compensation claim has been filed by the employee, ACPS reserves the right to inspect the alternate work location by giving the employee notice.

VI. GUIDELINES FOR TELEWORK

A. Telework is not an entitlement. It is not a substitute for childcare or other dependent care. It is a job assignment for employees to complete their assigned duties and responsibilities from a location other than the assigned worksite. While participating in telework, employees are responsible for adhering to school division policies and procedures including Policy GAA: Staff Time Schedules, and must:

- Keep informed of the Division's telework practices and procedures;
- Remain accessible by email and telephone to customers, coworkers, and supervisors during work hours;
- Check in at the start of the workday and/or at some point(s) during the workday if required by the supervisor;
- Remotely clock-in/clock-out each work day in accordance with the employee's exempt/non-exempt status;
- Plan and organize tasks for telework for efficiency and productivity;
- Track the work performed and communicate results to the supervisor; and
- Meet all evaluation performance standards.

Employees who fail to adhere to these guidelines may be subject to administrative action.

B. Employee participation in individual telework is voluntary and is not mandated by ACPS, except in the limited circumstances listed in Sections III.A. and D. of this regulation.

C. Telework may not be used in lieu of taking leave. Time and attendance are recorded in the same manner as when at the assigned work site, and all leave and overtime policies and regulations must be adhered to. Failure to do so may result in termination of the teleworking arrangement.

D. The employee's work hours/schedule are specified in advance and any changes to the agreed upon schedule are approved by the supervisor. A periodic or variable schedule for certain types of work and circumstances may be agreed upon if it is consistent with departmental needs. All provisions of the telework agreement apply regardless of the number of hours teleworked or the teleworking schedule. Teleworking should be for a predetermined time period and reevaluated at least annually to ensure that departmental and employee needs are being adequately addressed.

E. Employees may be required to attend virtual and/or in-person meetings and training when directed by their supervisor. Attendance at the assigned worksite for on-site meetings, conferences, training sessions and similar activities may be required on scheduled

telework days at the sole discretion of the supervisor. Transportation for such attendance is the employee's responsibility.

- F. Employees are responsible for maintaining and protecting ACPS-owned equipment. Any such equipment shall be used for work-related purposes only and its use is governed by Policy GAB/IIBEA: Responsible Computer System Use.
- G. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.
- H. The employee or supervisor may end the employee's participation in telework at any time with a reasonable amount of notice. In addition, the supervisor may terminate the telework arrangement immediately if the employee violates the provisions of this regulation. Telework arrangements are not automatically transferred when an employee transfers to another position or supervisor.
- I. ACPS does not reimburse employees for remote work expenses.

VII. PROCEDURE FOR REQUESTING INDIVIDUAL TELEWORK

Employees desiring individual telework submit a Request for Individual Telework form (Attachment 1) to their immediate supervisor to initiate the request process. Authorization for individual telework is at the discretion of the supervisor, with notice provided to the Department of Human Resources and the applicable Senior Leadership Team member.

All employees participating in either individual or mass telework submit a Telework Agreement (Attachment 2).

Established: March 22, 2018
Revised: December 17, 2020

Legal Refs.: 29 U.S.C. §§ 201 et seq.; 29 CFR §§ 516.1 et seq.
Code of Virginia, 1950, as amended, §§ 40.1-28.8 et seq.

[*Recover, Redesign, Restart 2020*](#), Virginia Department of Education (Revised July, 2020).

Cross Refs.:	EBCD-R	Emergency School Closures, Delayed Opening and Early Dismissal Regulations
	GAA	Staff Time Schedules
	GAAB	Telework
	GAB/IIBEA	Responsible Computer System Use
	GAB-R/IIBEA-R	ACPS Employee Responsible Use Policy Agreement for Computer Systems

GCBD	Staff Leaves and Absences
GCBD-R	Staff Leaves and Absences Regulations
GCBE	Family and Medical Leave
GCBEA	Leave Without Pay
GCBEB	Military Leave and Benefits
GCQA	Non-school Employment by Staff Member

26. In accordance with Policy GBG/KE (Staff Participation in Political Activities and School Board Election Campaigns), ACPS employees may not use their position within the school division to further a political cause.

Employee Signature _____ **Date** _____

Approved by: _____
Supervisor's Name

Signature and Date

This form will be placed in the employee's personnel file.