



Telework

1. Policy Statement

In concert with the University System of Georgia, VSU will allow teleworking, on a voluntary basis, to employees who fill job classifications/positions that have been designated as eligible for telework. The Telework is an employer option, not an employee right and is appropriate only when it results in a benefit to the institution.

Telework may not be suitable for all employees and/or positions. As such, we will utilize telework as a work option for certain eligible positions based on specific criteria and procedures consistently applied throughout the University. A successful telework program can improve organizational efficiency, raise the quality and quantity of work, boost employee morale and job satisfaction, and lower the employee turnover rate. Telework arrangements can also enhance the recruitment and retention of a high-quality, diverse workforce; ensure the continuity of operations in an emergency; reduce travel-related costs; allow for more space; and facilitate employee productivity toward mission and vision.

The purpose of this policy is to define the program for telework and the guidelines and rules under which it will operate. This policy is designed to help managers and employees understand this type of work environment and their associated rights and responsibilities. This policy and its accompanying guidelines provide a general framework for teleworkers. It does not attempt to address the special conditions and needs of all employees, nor is it intended to interfere with existing faculty schedules driven by teaching, research, service, and/or clinical responsibilities, which can vary daily.

2. Definitions

Employees should note that telework is different from remote work.

- Telework allows employees to carry out their duties and responsibilities from an offsite or satellite location other than their office or official workplace but typically within the state or able to commute.
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the employee teleworks every Wednesday or every day would be considered a Core teleworker. The Core telework schedule must be documented on the telework agreement and approved by the supervisor and concurring Vice



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arrangement; but may be considered for situational (occasional) telework:

Positions that supervise, given the value and importance of their interpersonal interactions with staff, students, and faculty.

Positions whereby the majority of job activities involve direct interaction or contact with faculty, staff, students, and/or alumni.

4. Eligibility

Once a position is determined suitable for telework, the supervisor must determine the employee's eligibility to telework. To be considered eligible for telework, an employee must:

- Have demonstrated characteristics indicating his or her ability to effectively work away from the official worksite using the self-assessment.
- Displayed dependability, responsibility, and conscientiousness; the ability to work independently and without close supervision; self-motivation and self-discipline; and the ability to prioritize work and manage time wisely.
- Have the required work necessities (e.g., equipment, materials) to effectively perform the duties at an approved alternative worksite.
 - Office supplies (e.g. pens and paper) shall be provided by the department and should be obtained during the -office work period.
 - The ability to provide office equipment (e.g., VSU laptops, phones, etc.) will be based upon availability.
- Have participated in telework-ready training.
- Have an approved telework agreement in place.

Office telework agreements will be reviewed on an annual basis each calendar year or at the start of a



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misconduct will be determined by the Office of Human Resources on a case by case basis and depends on the type of action taken, consistent with all who are similarly situated.

6. Requirements (Supervisors must ensure)

- An onsite employee entering into a Core telework agreement may be required to forfeit use of an onsite work station. Therefore, the assigned work area or office space may be different.
- As deemed appropriate by the supervisor, Core Te



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reason and explanation. The Telework Coordinator will notify all parties involved.

9. Process

The Office of Human Resources will serve as the Telework Coordinator.

Note: Telework work must not begin until final approval is received from TeleworkCoordinator.

- Employee completes Telework assessment
- Employee completes Work Space Self Certification Checklist
- Department Manager reviews (a) and (b) and documents the following:
 - Department positions within the same classification ~~field~~



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11. References, Associated Policy(ies), and Supporting Documents

- [VSU Telework Program](#)
- [USG Teleworking/Flextime Policy](#)

12. Policy Attributes

<i>Responsible Office(s)</i>	Director, Human Resources
<i>Approving Officer or Body</i>	University Council
<i>Date Approved</i>	02/22/2022
<i>Effective Date (if different than date approved)</i>	06/14/2022
<i>Next Review Date</i>	02/22/2024