

**VCPWA Surg Telework Criteria**  
**August 30, 2021**

**Approval**

1. Telework will be approved in two (2) pay-period intervals, encompassing 28 calendar days.
2. To continue to telework an employee must request an extension of Telework and gain approval before continuing to Telework.
3. Initial Telework agreements must be approved by the employee's chain of command up to and including supervisor, manager, Department Director, Assistant Director and Agency Director.
4. Telework extensions do not require the Agency Director's approval.
5. Employee must work in a Telework approved position, per the Department Director.
6. If an employee has previously Teleworked, they must have been successful in meeting their job requirements to be reconsidered for Telework.
7. Approval of Telework is contingent upon employee being in good standing, with no management actions taken within the last 12 months inclusive of formal (reprimand) and informal (counseling session).
8. Approval of Telework can be revoked at any time.
9. Field staff, extra-help employees and students are not eligible for Telework.

**Information Technology**

10. Employee must have the ability to access all needed IT files and programs to fulfill all aspect of job duties and responsibilities.
11. Employee must have computer, phone, and camera access available during work hours.
12. Employee will respond promptly to all phone, email, teams, and other methods of communication.
13. Connectivity to IT systems and telephone must be in place and tested prior to the commencement of Telework.

\*See Note below.

**Supervision / Additional Criteria**

14. Must have check in and check out system in place with immediate supervisor, including start of day, breaks, lunch hour and end of day.
15. Employees must work 8-5, Monday through Friday with a one-hour lunch period.
16. Direct supervisor must be on the same 8-5, Monday - Friday schedule as Teleworking staff.
17. Telework arrangements are only made for the entire Monday – Friday period. Alternating days of Teleworking and working in the office is not an option. However, at the direction of employee's supervisor, the employee may be required to attend in-person meetings based on the operational needs of the Agency or Department.
18. Telework locations are only at the employee's place of residence. Employee's residence must be in a proximity that they can come into their usual workplace for needed meetings. When requested to come to the normal workplace response time must be within the employee's normal commute time frame.

19. For staff historically working a 9/80 or 4/10 schedule; the start of Telework will begin once all approvals are in place, the PWAHR Division has completed schedule changes within VCHRP, and after the Auditor – Controller’s office has completed the schedule change within VCHRP. The ACO typically completes these requests on week two of a pay period.

\*Note: PWA IT does not currently have a reserve of equipment that can be utilized for Telework. Surface and Laptop orders placed in the spring of 2021 have an expected delivery date of 2022. These devices are replacement for aging equipment.

Home computers require VPN and Duo authentication. This will require the installation of a program on the employee’s home computer and personal phone. Staff utilizing home computers and personal phones will be required to install the software themselves with the written instructions provided.

Employees utilizing portable PWA equipment will have the programs installed by PWA-IT staff.