

TELEWORK REGULATIONS

Alexandria City Public Schools (ACPS) supports and encourages telework arrangements for its eligible employees, recognizing that in certain limited circumstances it is practical and efficient to allow authorized employees of Alexandria City Public Schools (ACPS) to work from an alternate work location. The following procedures outline the circumstances conditions under which telework arrangements may be made. Approved telework is provided to assure ensure the goals and mission of ACPS are accomplished in a productive, thoughtful and economical manner and is not provided for employees' convenience. Authorization to 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. Requests to telework for longer than two consecutive pay periods must be approved by the Department of Human Resources.

I. DEFINITIONS

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

Assigned w/Worksite: ~~is defined as~~ the location where an employee typically works.

Individual Telework (Episodic Telework Event): ~~is~~ 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 ~~will not~~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 sSession: ~~indicates~~ any day that students are scheduled to be in class, other than during summer school held in July and August.

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

II. INDIVIDUAL TELEWORK

A. ELIGIBLE EMPLOYEES/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 his or her last performance evaluation and have completed the probationary period.
- The employee must have a work history that demonstrates he or she works efficiently without close supervision.

1.2. 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.

2.3. 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.

3.4. ~~By virtue of~~ Because of the nature and responsibilities of their positions, the following types of employees **may not** be eligible for ~~an as needed individual~~ telework agreement:

- 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
- ~~Their~~ 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 above-listed eligibility factors do not apply in this context.

4.

III. CIRCUMSTANCES THAT MAY WARRANT INDIVIDUAL/MASS TELEWORKING BY ELIGIBLE EMPLOYEES

~~The supervisor~~ Supervisors may authorize an employee to work from an alternate work location:

- A. ~~1. 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; ~~during emergency and weather-related school closings~~;
- B. When schools are closed for the summer break, ~~the~~ an employee may periodically be authorized to telework on an agreed-upon schedule if ~~they are~~ 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
 - ~~A.~~ 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, Section VII.A.3.);
- E. On a teacher work day when students are not in school;
- E.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 interest of the school division; or
- G. Due to an employee's unique and unusual personal circumstances; or
- F.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:

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

IV. ALTERNATE WORK LOCATION

~~The alternate work location must be free of distractions, and the employee must be accessible by email and/or phone during work hours.~~

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 his or her 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

1. Telework is not an entitlement. It is not a substitute for childcare or other dependent care.; rather, 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.

1.2. 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.

2.3. Telework may not be used in lieu of taking personal leave, sick leave or annual 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.

3. Employees approved for telework must comply with all ACPS Human Resources policies and procedures including ACPS Policy GAA: Staff Time Schedules, and meet all evaluation performance standards.

~~4. Work related injuries that occur in the alternate work location must be reported to the supervisor, and require adherence to workers' compensation reporting procedures (see Workers' Compensation page on the ACPS Human Resources website).~~

4. 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.

5. Employees ~~are~~ may be required to attend virtual and/or in-person meetings and training ~~attend meetings in person~~ 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.

6. Employees are responsible for maintaining and protecting ACPS-owned equipment~~on loan from the employer~~. Equipment on loanAny such equipment shall be used for work-related purposes only and its use is governed by Policy GAB/IIBEA: Responsible Computer System Use.

7. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.

~~An alternate work location must be clearly communicated and approved prior to use. During the employee's normal working hours, the employee must be available to communicate with his or her immediate supervisor. If there is reason to believe that unsafe conditions exist at the alternate work location, or if workers' compensation claim(s) are filed by the employee, ACPS reserves the right to inspect the alternate work location by giving the employee notice.~~

~~8. Telework arrangements are subject to termination at any time with a reasonable amount of notice at the discretion of either the supervisor or the employee. 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.~~

G. PROCEDURE FOR REQUESTING ~~THE OPPORTUNITY TO~~ INDIVIDUAL TELEWORK

1. Employees desiring telework should submit a ~~Telework Request Form~~ [Request for Individual Telework Form](#) to their immediate supervisor ~~except when directed to telework during situations as described in Sections III.A. and D. of this regulation.~~ Authorization ~~to 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. ~~Requests to telework for longer than two consecutive pay periods must also be approved by the Department of Human Resources.~~
2. There are no grievance or appeal rights regarding denial of telework requests.

Established: March 22, 2018

[Revised:](#)

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](#)

ACPS-ALEXANDRIA CITY PUBLIC SCHOOLS
REQUEST FOR INDIVIDUAL TELEWORK REQUEST FORM

(Note: Eligible employees must submit this form to their supervisor. Supervisors will provide a copy to the Department of Human Resources and the applicable Senior Leadership Team member.)

Employee Name: _____
First Middle Initial Last

Employee ID Number: _____

Location/School/Building: _____

Position or Title: _____

Current Weekly Work Hours/Schedule: _____

Requested Telework Arrangement (Include alternate work location and work schedule):

Reason for Request: (See Regulation GAAB-R, section III.)

Effective Date: _____ End Date: _____

My position meets the eligibility criteria. (See Regulation GAAB-R, section II.) ___(yes) ___(no)

_____ I am not a probationary employee.

_____ My prior school year evaluation had no standards below "meets standards/effective" or proficient.

Employee Signature _____ Date _____

TO BE COMPLETED BY SUPERVISOR

Is the employee's alternate work location appropriate? _____(yes) _____(no)

Does the employee meet the criteria for telework as outlined in Regulation GAAB-R? (See Regulation GAAB-R, section II.) _____(yes) _____(no)

Approved by: _____
Supervisor's Name

Signature and Date

Chief Human Resource Officer - Signature Date
(Approval required for requests longer than two consecutive pay periods.)

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

ALEXANDRIA CITY PUBLIC SCHOOLS
TELEWORK AGREEMENT

Note: This form is required for **all** telework (mass telework and individual telework) requests. Eligible employees must submit this form to their supervisor.

Employee Name:

First

Middle Initial

Last

Employee ID Number:

Location/School/Building:

Position or Title:

Current Weekly Work Hours/Schedule:

As an ACPS employee, I understand and agree to the following conditions while teleworking:

1. I will remain accessible and productive during scheduled work hours.
2. I will ensure my workplace is free of distractions.
3. I will record all hours worked and meal periods taken in accordance with regular timekeeping practices (if a non-exempt employee).
4. I will obtain supervisor approval prior to working unscheduled overtime hours (if a non-exempt employee).
5. I will report in person to my primary ACPS work location when necessary, as determined by my supervisor.
6. I will communicate regularly with my supervisor and co-workers, which includes a weekly written report of activities if requested by my supervisor.
7. I will comply with all ACPS rules, policies, practices and instructions that would normally apply if working in-person at my primary work location.
8. I will maintain satisfactory performance standards.
9. I will make arrangements for regular dependent care and understand that telecommuting is not a substitute for dependent care. During public health emergencies, exceptions may be made for caregiving responsibilities.
10. I will maintain a safe and secure work environment at all times.
11. ACPS may have access to my remote work location to assess its safety and security, upon reasonable notice and request by my supervisor.
12. Any work-related injuries must be reported to my supervisor as soon as practicable.
13. My supervisor will set norms and expectations for job performance under remote-work conditions.
14. No office supplies are issued for telework. All documents should be produced in electronic format.
15. ACPS equipment will not be used by others and will only be used for business-related work.
16. I will not make any changes to security or administrative settings on ACPS equipment.
17. All tools and resources provided by ACPS remain ACPS property at all times.
18. I will protect ACPS tools and resources from theft or damage and to report theft or damage to my supervisor immediately.
19. I will comply with ACPS policies and expectations regarding information security.
20. I will ensure the protection of school division and student information accessible from my alternate work location.
21. ACPS does not reimburse employees for remote work expenses.
22. All terms and conditions of ACPS employment remain unchanged, except those specifically addressed in this agreement.
23. ACPS may modify this agreement on a temporary or permanent basis for any reason at any time.
24. ACPS equipment and documents must be returned within five days of separation of employment.
25. In accordance with Policy GAB/IIBEA (Responsible Computer System Use), the ACPS computer system is not a public forum. Therefore, employees are responsible for ensuring that any video background is professional or neutral in appearance.

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

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.