

1 TELEWORK REGULATIONS

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

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12 I. DEFINITIONS

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

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16 **Assigned Worksite:** the location where an employee typically works.

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

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

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

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

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37 II. INDIVIDUAL TELEWORK

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39 A. ELIGIBILITY CRITERIA

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

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- 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.

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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.

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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.

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4. Because of the nature and responsibilities of their positions, the following types of employees **may not** be eligible for individual telework:

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- 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.

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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.

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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.

92 **III. CIRCUMSTANCES THAT MAY WARRANT INDIVIDUAL/MASS TELEWORK**

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

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96 A. During emergency and weather-related school closings when the employee is not  
97 identified as emergency and/or essential personnel, but would otherwise be required to  
98 report to work;

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100 B. When schools are closed for the summer break, an employee may periodically be  
101 authorized to telework on an agreed-upon schedule if he/she is not assigned summer  
102 school responsibilities;

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104 C. To complete special project work that requires minimal interruptions;

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106 D. During unusual circumstances such as:

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108 • construction, an accident or natural disaster that make the primary worksite  
109 inaccessible/uninhabitable; or

110 • when a declared public health emergency causes extended closures or requires  
111 physical distancing at the assigned work site and the employee is not considered  
112 emergency or essential personnel (as defined in Regulation EBCD-R);

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114 E. On a teacher work day when students are not in school;

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116 F. When the employee and supervisor acknowledge that the employee’s job, in whole or in  
117 part, is appropriate for telework and it is in the best interests of the school division;

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119 G. Due to an employee’s unique and unusual personal circumstances; or

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121 H. Due to an office reorganization. The Division may reorganize to adopt a mass-telework  
122 structure for specific departments, offices or school programs.

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124 **IV. CIRCUMSTANCES THAT PROHIBIT TELEWORKING**

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126 Employees are prohibited from telework when:

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128 • They are identified as emergency or essential personnel; or

129 • Their physical presence at the assigned worksite is essential to the performance of  
130 their duties.

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132 **V. ALTERNATE WORK LOCATION**

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134 An alternate work location must be clearly communicated and approved by the supervisor.

135 During the employee’s normal working hours, the employee must be available to

136 communicate with the employee’s immediate supervisor. Work-related injuries that occur in

137 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.

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143 **VI. GUIDELINES FOR TELEWORK**

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

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

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

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

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

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

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

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

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186 F. Employees are responsible for maintaining and protecting ACPS-owned equipment. Any  
187 such equipment shall be used for work-related purposes only and its use is governed by  
188 Policy GAB/IIBEA: Responsible Computer System Use.

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

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193 H. The employee or supervisor may end the employee’s participation in telework at any time  
194 with a reasonable amount of notice. In addition, the supervisor may terminate the  
195 telework arrangement immediately if the employee violates the provisions of this  
196 regulation. Telework arrangements are not automatically transferred when an employee  
197 transfers to another position or supervisor.

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199 I. ACPS does not reimburse employees for remote work expenses.

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201 **VII. PROCEDURE FOR REQUESTING INDIVIDUAL TELEWORK**

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

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

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

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

217  
218 [\*Recover, Redesign, Restart 2020\*](#), Virginia Department of Education (Revised  
219 July, 2020).

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

229	GCBD	Staff Leaves and Absences
230	GCBD-R	Staff Leaves and Absences Regulations
231	GCBE	Family and Medical Leave
232	GCBEA	Leave Without Pay
233	GCBEB	Military Leave and Benefits
234	GCQA	Non-school Employment by Staff Member
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**ALEXANDRIA CITY PUBLIC SCHOOLS  
REQUEST FOR INDIVIDUAL TELEWORK**

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(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.*





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.*