





**11. Security of Agency Information and Records**

Employees are responsible for the security of all documents and records in their possession while teleworking and must adhere to VMI security procedures to ensure confidentiality and security of data. Any use of restricted-access information or materials at an alternate work location must be approved and described in the telework agreement, along with procedures for removing and returning those materials.

**12. Authorized Closing or Late Opening Due to Weather**

Employees working at an alternate location during an Institute closing or late opening due to inclement weather conditions are expected to continue working unless that was not possible due to power outages or other conditions that prevent them from working. An employee approved for telework/telecommuting during an authorized closing or late opening due to inclement weather will



Virginia Military Institute  
**TELEWORK/TELECOMMUTING AGREEMENT**

To be completed by employee and supervisor, with the original agreement provided to the VMI Human Resources Office.

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|-------------------|--|
| <b>Department</b> |  |
|-------------------|--|

|                 |  |             |  |
|-----------------|--|-------------|--|
| <b>Employee</b> |  | <b>Date</b> |  |
|-----------------|--|-------------|--|

**General Agreement**

1. The employee has reviewed, and agrees to follow, the Telework Implementation Guidelines and related policy.
2. The department concurs with employee participation and agrees to follow applicable guidelines and policies.

5.

## **Telework Implementation Guidelines**

(For joint review by employee and supervisor prior to completion of Telework Agreement)

### **Telework**

Result in specific, measurable outcomes  
Can be evaluated by output  
For which needed equipment and technology can be easily accessed

**Employee** - Managers and employees should also consider employee work style. Characteristics indicative of success include:

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Self-motivation and flexibility  
Thorough knowledge of position responsibilities  
A low need for social interaction  
Above average performance record  
Excellent organizational and time management skills  
Effective communication skills  
Honesty and dependability

## **B. Conditions of Employment**

The **original Telework Agreement** form is retained at the Human Resources Office with a signed copy kept in the department files.



A **meal break of at least 30 minutes** must be provided to employees working more than 6 consecutive hours. It is NOT included in hours worked and must be recorded.

**Days worked at alternate location** must be approved by supervisor, and must allow for necessary office coverage (i.e. not exclusively Mondays and Fridays).

**Authorized closings** will apply to the teleworker as s/he will be unable to remain in contact with supervisor and co-workers. Essential employees are the exception and will receive compensatory leave for hours worked.

Supervisors may require employees to **report to central workplace** for work-related events, or may meet with her/him in the alternate location, if needed.

**Telework is not to be used in place of sick or annual leave**; however, in consultation with HR, a department may choose to offer telework arrangements as an opportunity for partial or full return to work based on Institute policy and the criteria normally applied to decisions regarding the approval of telework.

#### D. Safety

VMI does **not assume responsibility for injury** to any persons other than the teleworker for injuries arising out of duties at the telework site during the set work hours. The supervisor must be immediately notified of an injury sustained at a telework site and should complete an Go r nq { gtøu'Ceekf gpvTeport.

Go r nq { gg'ku'eqxgtgf "d { "y g'Eqo o qpy gcmj øu'Y qtngtuø'Eqo r gpucvkp'Rtqi tco "qt"y g'Xkti kpk" Sickness and/or Disability Program (VSDP), as appropriate, if injured while performing official duties at the central workplace or alternate work location.

Employees agree to practice the same safety habits they would use while at the Institute and to maintain safe conditions in their alternate work locations, as described in the safety confirmation. The employee confirms that the alternate work location is, to the best of his/her knowledge, free of recognized hazards that would cause physical harm (such as, no frayed or loose electrical wires; clean, dry, and level floor surfaces; phone lines and electrical cords are properly secured; etc.) The employee further confirms that, to the best of his/her knowledge, the space is free of asbestos-containing materials, or if asbestos-containing materials are present they are undamaged and in good condition.

#### E. Security of Information

Employees working in remote locations, and their supervisors, must adhere to all **applicable security procedures** in order to ensure confidentiality and security of data.

Employee's **remote work computer** shall be in compliance with all VMI guidelines for uses of hardware and software including virus protection software, licensing provisions, system security, and passwords.

The employee will protect all confidential Institute documents from **unauthorized access**.