Christopher Newport University

Policy T1: Emergency Telework Policy

Executive Oversight: Chief of Staff
Contact Office: Your Supervisor
Frequency of Review: This policy is temporary. It shall remain in effect until approvals of telework for the duration of the statewide emergency related to the Coronavirus (COVID-19) are withdrawn.

A. PURPOSE

The health and safety of the students, faculty and staff of Christopher Newport University is first and foremost in the University’s efforts to respond to the public health emergency created by the Coronavirus (COVID-19). Telework is an important element in the implementation of this objective.

It is also critical that when the University is able to resume normal operations we are fully prepared to do so and ready to move forward with the alacrity and enthusiasm for which our University employees are so well known. As we continue our work remotely, the expectations set out below are intended to ensure that we are as productive and mutually supportive as necessary and possible in this unprecedented and unique situation.

Teleworking may impose unfamiliar challenges. It is a significant responsibility. Even more than in-person work, it requires attention, diligence, thoughtfulness, communication and patience. The University is confident it can trust its workforce to embrace this temporary situation and commit their very best to this effort.

B. POLICY STATEMENT

Employees who are able to perform their essential job duties remotely may do so in consultation with their supervisor and division Vice President or Provost. Supervisors shall identify those employees, and approve and actively supervise their employees telework, remotely.

C. DEFINITIONS

**Telework:** A work arrangement in which Vice Presidents or Provost direct or permit employees to perform their usual job duties at a remote location.

**Teleworker:** An employee who, under formal agreement with the university, performs their usual job duties at a remote work location.

**Standard Telework Agreement:** The required, written agreement between the employer and employee that details the terms and conditions of an employee’s work at a remote location.
D. PROCEDURES

1. Approval - Designation and approval of those employees able to telework has been conducted by the Vice Presidents and Provost. Every employee designated to telework must submit the Standard Telework Agreement to their supervisor immediately. Supervisors shall submit the Agreement, once reviewed, to their Vice President. Vice Presidents shall review the Agreement submitted and forward it to Human Resources.

The Vice Presidents and Provost submission of the Agreement forms to Human Resources shall constitute formal approval of those designations. Telework may begin in advance of that submission, as permitted or directed by supervisors.

2. Duration - This policy shall remain in effect until withdrawn by the President or his designee.

3. Performance Expectations -

a. Teleworkers’ job responsibilities remain the same; only the location from which they are accomplished is expected to change. If specific tasks present a unique difficulty, teleworkers must contact their supervisors to determine how best to address those circumstances.

b. Teleworkers must communicate regularly and effectively with their supervisors and with each other. All teleworkers must be available to work during normal business hours, Monday through Friday, unless given specific flexibility or alternative work schedules by their supervisors.

c. In a manner consistent with their performance when in the office, teleworkers are expected to check their emails and voice mails frequently, in no event less than twice each work day, or as often as directed or the work requires, and to respond promptly to their colleagues, our students and the public.

d. Supervisors must make themselves available to their teleworkers to every extent possible - and regularly, albeit remotely - in order to support their work, answer questions and ensure continuity of operations. It is expected that supervisors shall convene conference calls for their teleworkers regularly, and at least weekly.

e. If a teleworker will not be available to work on a regular work day, the teleworker must notify their supervisor and take appropriate available leave.

4. Office Supplies and Equipment – Teleworkers are not expected to purchase their own office supplies or necessary equipment. Within reason, supplies and equipment may be taken home from the office for use at home. Any unusual expenses incurred for supplies or equipment that cannot be obtained at the office should be tracked and submitted for reimbursement through ordinary processes.
E. REFERENCES

Department of Human Resource Management Policy 1.61 Teleworking

F. APPROVALS AND REVISIONS

Approved By: Policy Committee, March 19, 2020

Revision 1: Policy Committee, March 24, 2021