



PIEDMONT REGION

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## **VCWP TELEWORKING POLICY**

The term 'teleworks' or 'teleworking' refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

In practice, teleworking is a work arrangement that allows employees to have regularly scheduled days on which they telework and regularly scheduled days when they work in their agency worksite. This includes any arrangement where an employee conducts work activities during any regular, paid hours, from an alternative location mutually agreeable to the employee and the agency (i.e., telework site, home).

To ensure that employee performance will not suffer in remote work arrangements VCWP employees will:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Use the "Virginia Career Works" virtual background.
- Dedicate their full attention to their job duties during working hours adhere to all meal and rest break and attendance schedules agreed upon with their manager and in compliance with state law.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Mandatory team meetings will occur in person each Thursday at 10 a.m. at the Virginia Career Works Workforce and Career Innovation campus. Ensure that individual telework agreements reflect specific days of on-site work that are consistent with effective delivery of services and team collaboration.

Our remote employees must adhere to the following policies:

- Attendance
- Social media
- Confidentiality
- Data protection
- Employee Code of Conduct
- Anti-discrimination/Anti-harassment/Equal opportunity
- Dress code when meeting in-person or by video with customers, partners or other VCWP employees



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## EQUIPMENT

VCWP will provide our remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable).

The equipment that we provide is VCWP property. VCWP retains control over the property and reserves the right to monitor company property even when used at your remote location. Employees must keep it safe and avoid any misuse. Equipment supplied by the VCWP is to be used for business purposes only. The remote worker will sign an inventory of all VCWP property received and agree to take appropriate action to protect the items from damage or theft. Employees must take proper measures to secure VCWP information, assets and systems are always secured.

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from visiting untrustworthy or suspicious sites.
- Only download authorized software with prior approval.
- Keep confidential information in locked file cabinets and desks.

Upon termination of employment, all VCWP property will be returned to the company, unless other arrangements have been made.



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### Acknowledgment of Remote Worker Policy

I \_\_\_\_\_ have read and understand the attached VCWP employee telework policy, and agree to the duties, obligations, responsibilities and conditions for remote workers described in the policy. I understand that I remain subject to all VCWP's internal policies including, but not limited to, policies relating to technology, confidential information, harassment and discrimination prevention and safety policies.

I agree that, among other things, I am responsible for following my remote work schedule, taking proper measures to secure company information, assets and systems and maintaining my workspace in a safe manner.

I understand that VCWP may at any time change any or all the conditions under which I am permitted to work remotely or withdraw permission to work remotely.

I have reviewed the employee telework policy with my supervisor and understand its contents. I understand that this policy may be altered or terminated at any time.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_