

Document ID: §P 24.0	Title: Remote and Alternative Schedules Policy	Approved Date: Pending
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Policy Name: Remote and Alternative Schedules Policy		

A. PURPOSE

Albemarle County recognizes that controlled flexibility in work location and work times can lead to a more effective and efficient workforce resulting in better service delivery for Albemarle County's residents. While not feasible for all positions and for all staff, when feasible, the County expects that employees and supervisors will work together to enable reasonable flexibility in work schedules and work location where position responsibilities and work requirements advance program goals. These arrangements are considered feasible when they do not diminish employee performance, service delivery, inter-departmental collaboration, or professional accountability.

B. DEFINITIONS

Alternative Schedules: An arrangement that permits a variation from the employee's normal work hours but does not alter the total number of hours worked in the relevant period.

Remote work – An arrangement where an employee performs work at a site other than an Albemarle County office or County-owned location.

C. ELIGIBILITY CONSIDERATIONS

Requests for remote or alternative schedule arrangements should be considered when:

1. The quality and quantity of service can be maintained or improved and is appropriate considering the nature of the employee's job.
2. Both the employee and supervisor agree that a remote or alternative schedule would be beneficial and not undermine the business needs of the department and County.
3. The remote or alternative schedule does not require the employee to permanently relocate to another state, outside of Virginia.

D. ROLES AND RESPONSIBILITIES

1. Employees –

Employees who are approved for remote work or an alternative schedule must:

- a) Possess or exhibit the following characteristics:
 - i. Be able to work independently without close supervision.

- ii. Have the ability to prioritize work effectively and utilize good time management skills.
 - iii. Be effective at meeting deadlines and possess proactive communication and planning skills.
 - iv. Be disciplined, reliable, professionally motivated, and show a high sense of responsibility in accomplishing work assignments.
 - v. Have exhibited performance that, at minimum, meets expectations in accordance with Albemarle County's performance appraisal process.
- b) Maintain the agreed upon work schedule, including days and hours; they may deviate from that work schedule only with the supervisor's consent.
- c) Work on-site, when required by their supervisor with 24-hour notice.
- d) Reside in Virginia and maintain a Virginia home address.
- e) Update address information with Human Resources when there is an address change within 14 days of the change.
- f) Report an absence to their supervisor when they wish to be relieved of responsibility for work and use appropriate leave (such as annual leave, sick leave, etc.).
- g) Be on-site as necessary to attend meetings, training sessions, for coverage purposes, etc.
- h) Be available during the approved working hours.
- i) Maintain a normal workload and meet the same performance standards and expectations while working a remote or alternative schedule.
- j) Return County-issued equipment at their expense, in the same condition in which it was originally received, excepting normal wear and tear.
- k) Maintain the same standards of conduct and professional behavior as would be expected of them at the work site.
- l) If placed on a Performance Improvement Plan (PIP), may be required to work on-site and may have any remote work or alternative schedules revoked or modified.

2. **Supervisors:**

- a) Review and approve or disapprove employees' remote work schedule request. Supervisors may revoke the arrangement at their discretion.
- b) Ensure that work continues to be completed in a timely, efficient, and effective manner. This may include requiring work reports or utilizing other reporting tools to monitor successful completion of work assignments.
- c) Communicate with the employee if work performance suffers or work product delivery diminishes.
- d) Communicate with the employee if they need to report in-person for a meeting, training sessions, for coverage purposes, etc.

- e) Assure employees maintain a Virginia residency and home address. Report any change to Human Resources.

3. Department Heads:

- a) Ensure equitable availability of remote and alternative schedule arrangements between similarly situated positions, when such arrangements are feasible and service delivery expectations can be maintained.
- b) Hold accountable supervisors and employees to ensure effective and efficient service delivery is maintained, while also affording employees the benefit of flexibility when feasible.
- c) Hold accountable supervisors and employees to ensure employees work their position's requisite number of hours and follow all applicable personnel policies.
- d) Keep the department open to the public on all regular business days other than posted holidays and emergency closings.

4. Human Resources:

- a) Review remote work or alternative schedule requests.
- b) Assist supervisors to determine eligibility (focusing on essential functions of the job description).
- c) Update all job descriptions with the proper remote work determination. Even if a position is determined to be remote work eligible, supervisors maintain discretion as to whether a given employee is eligible, based upon performance and the business needs of the County.

E. OUT-OF-STATE WORK

An employee who moves out of Virginia may not continue to work for the County and must give notice of the intent to move out of Virginia before doing so. Where an employee gives notice before moving out of Virginia, the move is treated as a resignation of employment in all respects, including sufficiency of notice. Where an employee does not give notice before moving out of Virginia, that move may be treated as a violation of the County's Standards of Conduct, and the employee subject to immediate dismissal. See §P-07 (Standards of Conduct) and §P-36 (Separation of Employment).

F. OTHER CONSIDERATIONS

Employees should be aware of these considerations prior to agreeing to a telework or alternative schedule arrangement:

1. Employees are not eligible for home office improvement funds. Accessibility accommodations may be considered on a case-by-case basis.

G. PROCEDURE

Step 1. Employee submits a Remote Work Request to the Supervisor.

Step 2. The Supervisor assesses the position's remote work eligibility and determines whether to allow the employee a remote work arrangement.

- a) Remote work should be allowed for employees who can accomplish their assigned tasks under a remote work arrangement. Those who can accomplish some, but not all, of their assigned tasks under a remote work arrangement should be allowed a partial remote work arrangement.

Step 3. If an employee is remote work-eligible, the supervisor will seek assistance from Human Resources to determine how much of the position can be performed under a remote work arrangement, focusing on essential functions of the job description.

Step 4. The supervisor and employee work together to determine the remote work arrangement. Then, both sign a Remote Work Request Form.

Step 5. The supervisor may require work reports or other measures to ensure that work continues to be completed in a timely and effective manner.

H. RESOURCES

[Remote Work Request Form](#)