

Create New Flexible Work Arrangement

Before You Begin

If you are initiating a telework agreement or flexible work arrangement [due to a medical condition](#), please contact ADA and Accessibility Services at adaaccess@vt.edu or [540-231-2010](tel:540-231-2010).

To be completed by employee and approved by supervisor. Please keep a copy of the agreement in employee's file.

*Note: All fields are required unless otherwise specified.

Employee Information

Name

Employee VT ID

Email

Telephone (Home/Work)

Organization

Emergency Position

Essential Position

Overtime Exempt

Arrangement Type Are you wanting to proceed with an Alternate Work Schedule arrangement, Telework Agreement, or both?

Schedule

| | | |
|--|--|--|
| <input type="radio"/> ALTERNATE WORK SCHEDULE Variation from the employee's standard start/stop work hours or a revised schedule that compresses the work week | <input type="radio"/> TELEWORK AGREEMENT Arrangement providing for employee to work from alternate location on a consistent or occasional basis. | <input type="radio"/> COMBINED FLEXIBILITY / BOTH Plan for employee to assume an alternate work schedule and pursue some form of telework. |
|--|--|--|

into fewer days while maintaining total hours of a traditional work week (most commonly 40 hours).

General Flexible Work Schedule Agreement

The employee has reviewed and agrees to follow [University Policy No. 4300: Hours of Work](#).

The employee has reviewed, and agrees to follow [University Policy No. 4325: Alternate Work Site and Telework Policy](#).

The department concurs with employee participation and agrees to follow applicable guidelines and policies.

Telework is not designed to be a substitute for active dependent care; however, exceptions can be granted under exceptional circumstances. Under such conditions, employees are encouraged to work with their supervisor to develop a work schedule to accommodate dependent care needs while remaining productive with work responsibilities.

The employee or the department may end participation in the flexible work schedule agreement at any time, unless it is a condition of employment. Two weeks' notice prior to the end of the agreement will be given whenever possible.

The employee and supervisor agree to participate in a flexible work schedule for an initial period not to exceed six months. At six months agreements can be reviewed and renewed for up to one year.

Beginning Date

Review Date

NOTE: Supervisor and employee must review initial agreements after six-month period, then renew. If this is a renewal, it is recommended that the review date be one year from beginning date. If schedule is not meeting needs of the department or employee, agreement can be reworked or terminated at any time.

Business Rationale

Describe the business rationale associated with this arrangement. Examples may include, but are not limited to, increased productivity, decreased distraction, improved customer service, improved employee morale, more efficient use of space or equipment, enhanced work/life balance, etc.

Work Location(s)

Primary

Address Type

Country

Street address

City

State

Zip code

Work hours in this location

| | |
|--------------------------|-----------|
| <input type="checkbox"/> | Monday |
| <input type="checkbox"/> | Tuesday |
| <input type="checkbox"/> | Wednesday |
| <input type="checkbox"/> | Thursday |
| <input type="checkbox"/> | Friday |
| <input type="checkbox"/> | Saturday |
| <input type="checkbox"/> | Sunday |

Preferred Phone Number for this Location

Additional Comments

If you have a special work situation that cannot be described using the fields above, please detail below. (Optional)

Add Another Location

Schedule Type Depending on the employee's work arrangement and hours spent per location.

Schedule

| | | |
|--|---|---|
| <input type="radio"/> FULL TELEWORK Employee works entire work schedule from alternate work location; may report to workplace for occasional meetings/events though these are likely infrequent. | <input type="radio"/> HYBRID TELEWORK Employee works from alternate work location more than 32 hours per month; the frequency of remote work is generally consistent and abides by schedule prescribed in this agreement. | <input type="radio"/> SPORADIC TELEWORK Employee works less than 32 hours per month from alternate work location without any set consistency; need to telework is limited and variable. |
|--|---|---|

Safety

Virginia Tech does not assume responsibility for injury to any persons other than the teleworker arising out of duties at the telework site during the set work hours. Employee is covered by the Commonwealth's Workers' Compensation Program if injured while performing official duties at the central workplace or an alternate work location and must immediately notify the supervisor of an injury sustained at a telework site and complete an [Employer's Accident Report](#).

Confidentiality/Security of Information

The employee and supervisor will follow university approved data security procedures at the alternate worksite, and will comply with the privacy requirements set forth in state law and the following Virginia Tech policies:

- [University Policy No. 7010: Policy for Securing Technology Resources and Services](#)
- [University Policy No. 7025: Safeguarding Nonpublic Customer Information](#)
- [University Policy No. 1060: Policy on Social Security Numbers](#)

Any permission to use restricted access materials at an alternate site must be approved and included as an attachment with this agreement, specifying which files can be removed from the office.

Describe any department owned or leased equipment which has been issued to the employee.

Fair Labor Standards Act

The Fair Labor Standards Act requires that employees in non-exempt positions be compensated at a time and a half hourly rate for all hours physically worked in excess of 40 in a workweek. The standard Virginia Tech work week is normally Friday at midnight to the following Friday at midnight.

All hours worked by non-exempt staff employees must be tracked using the Leave and Time Worked Reporting System in [Hokie Spa](#), unless the department has an alternate solution in place to record hours worked (such as TimeClock Plus) and a method to populate the information in the Leave and Time Worked System. Wage employees record hours worked in the [TimeClock Plus System](#). Non-exempt employees should request approval of overtime work within a reasonable amount of time prior to the expected date of overtime work. Supervisors should only authorize overtime in exceptional instances of an emergency or temporary nature. All work hours must be tracked using the [Leave and Hours Worked Report \(form P128\)](#). For more information, refer to [University Policy No. 4300: Hours of Work](#) and [University Policy 4320: Guidelines for the Fair Labor Standards Act](#).

Send for Approval

I have discussed performance and communication expectations with my manager and we have agreed on expectations of my role. I understand this agreement can be updated and / or terminated at any point in time due to changes in the work environment, shifts in business needs, and/or conflicting performance issues. I have also reviewed [University Policy No. 4325: Alternate Work Site and Telework Policy](#), and I concur with the terms. I have reviewed [University Policy No. 4300: Hours of Work](#), and I concur with the terms.

Supervisor's Name

Supervisor's VT Username

Note: To permanently change supervisor information if it is incorrect, please contact your college or department HR representative. You may update the previous fields to correct supervisor information temporarily.

Submit for Approval

