



## Department of Human Resources

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### Form 4114-E - Telework Arrangement Request

Employee Name: \_\_\_\_\_  
First Middle Initial Last

Employee ID Number: \_\_\_\_\_ Location/School/Building: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Requested Telework Arrangement: Short Term \_\_\_\_\_ Scheduled \_\_\_\_\_

Describe the requested telework schedule:

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Reason for Request (will be used to consider approval):

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Effective Date: \_\_\_\_\_ End Date (if Short Term): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### TO BE COMPLETED BY SUPERVISOR AND HUMAN RESOURCES

Approval: I approve this request \_\_\_\_\_ I do not approve this request \_\_\_\_\_

Supervisor:

Human Resources (if required):

Name: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## **Important Information on Telework Arrangements**

- Telework approval is at the discretion of the supervisor and is not required.
- Eligibility for short-term or scheduled telework requires satisfactory evaluation ratings from the most recent formal evaluation received by the employee.
- Telework is generally not available to employees whose physical presence at their work site is necessary to complete their core job responsibilities; this includes but is not limited to:
  - Instructional staff (teachers, other licensed staff, and paraprofessionals) on instructional days
  - Operations, maintenance, and fleet service teams responsible for maintenance of division property
  - Bus drivers and attendants
- In requesting telework, an employee commits to the following:
  - They have a suitable work space from which they can complete their responsibilities.
  - They will follow all relevant School Board policies for employees, especially Policy 4113 (Standards of Professional Conduct) and Regulation 6301 (Acceptable/Responsible Use of Computers and Technology), regardless of the location of work.
  - They will remain accessible via phone and email during their scheduled telework time as expected by their supervisor.
  - Telework is not a replacement for use of leave or dependent care.
- Short-term telework approvals should generally not exceed one month.
- Scheduled (regularly occurring) telework should generally not exceed two workdays per week.
- Supervisors have discretion to request an employee to come to their worksite on a day that would otherwise be a telework day for the employee if necessary for in-person meetings, conferences, training sessions, and related activities.

For more information, please review the full regulation—Board Regulation 4114-R: Telework.