December 20, 2024

The Honorable Glenn Youngkin, Governor, Commonwealth of Virginia
The Honorable Luke E. Torian, Chair, House Appropriations Committee
The Honorable L. Louise Lucas, Chair, Senate Finance Committee

Subject: Mandated Telework Report

The *Code of Virginia, § 2.2-203.1 (C.4.)*, requires the Secretary of Administration to annually report on telework participation levels and trends of both private- and public-sector employees in the Commonwealth.

Attached for your review and consideration is the report and submitted in response to this requirement.

Please contact me if there are any questions.

Respectfully submitted,

Lyn McDermid, Secretary of Administration

Cc: Janet Lawson, Agency Director, Department of Human Resource Management

COMMONWEALTH of VIRGINIA

Office of the Governor

Lyn McDermid
Secretary of Administration

TELEWORK REPORT

Commonwealth of Virginia Telework Participation Levels

For all Executive branch agencies, please see below figure for yearly telework statistics.

	FY23 Count	FY23 Percentage	FY24 Count	FY24 Percentage
Total Executive Branch Classified Employees	57,137		57,258	
Total Executive Branch Classified Positions Eligible to Telework	24,315	43%	25,147	44%
Total Eligible Executive Branch Classified Employees Teleworking	15,206	63%	16,062	64%

Over the last two years, the private sector in Virginia has experienced changes in its approach to teleworking driven by both a return to normal post Covid and changing economic conditions. Public data about teleworking in specific private sectors in Virginia is not available. However, a brief informal survey of Central Virginia major businesses indicates that if teleworking is offered, hybrid teleworking is the preferred approach. Congressional Budget Office national data shows that about 25% of workers in the private sector report teleworking.

The Department of Human Resources Telework Policy 1.61 defines eligible positions as those determined by agency management considering the type of work and job requirements of the position in their agency. Determinations for telework eligibility must be focused on documented job requirements and the ability of the individual employee to perform assigned work duties.

The telecommuting policy established August 16, 2002 requires that the employee, in coordination with their supervisor, submit a telework agreement that is approved by the Agency head. The revised policy issued July 5, 2022 maintained the same criteria and process, and elevated the approval of telework

agreements. Agencies must review each employee's telework agreement on an annual basis and determine whether to renew or update the agreement for the upcoming year.

Prior to 2022, the process for tracking telework was manual. Each agency maintained local records of telework agreements. Due to the shutdown for Covid, and the conversion of Human Resource Capital (HCM) to Cardinal from PMIS in late 2022, the system of record of employees teleworking has not been accurate.

Over the last two years, the focus has been to improve the accuracy of Cardinal telework data. The form for requesting telework and the telework agreement (Telework Application) has been automated including an automated approval workflow. Data entry into Cardinal for each individual employees telework agreement has required manual entry by agency HR departments.

An interface from the Telework Agreement Application to Cardinal is now available for a new or revised telework agreements as they are approved. Cardinal will be automatically updated. By the end of January, agencies will be correcting telework data in Cardinal for existing telework agreements. As noted in the DHRM policy all telework agreements are reviewed annually. In addition, the Office of Data Governance has developed an executive dashboard to report telework statistics. Once the data is corrected, the dashboard will be accessible and available to agencies.