



COMMONWEALTH of VIRGINIA

Office of the Governor

Lyn McDermid
Secretary of Administration

December 30, 2025

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 & Appropriations Committee

RE: 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 submitted in response to this requirement.

Please contact me if there are any questions.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lyn McDermid".

Lyn McDermid, Secretary of Administration

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



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TELEWORK REPORT

Commonwealth of Virginia Telework Participation Levels

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

	FY24 Count	FY24 Percentage	FY25 Count	FY25 Percentage
Total Executive Branch Classified Employees	57,258		58,809	
Total Executive Branch Classified Positions Eligible to Telework	25,147	44%	27,684	47%
Total Eligible Executive Branch Classified Employees Teleworking	16,062	64%	11,856	43%

Recently, the private sector in Virginia has experienced changes in its approach to teleworking driven by both a return to normal post pandemic 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 Commonwealth telework model aligns with the private sector hybrid approach.

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.



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Prior to 2022, the process for tracking telework was manual. Each agency maintained local records of telework agreements. Due to the pandemic shutdown, and the conversion of Human Resource Capital (HCM) to Cardinal from the Personnel Management Information System (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. An interface from the Telework Agreement Application to Cardinal was established for new or revised telework agreements as they are approved. The interface automatically updates the system to reflect the approved agreement to ensure accurate reporting.

As noted in the DHRM policy all telework agreements are reviewed annually. In addition, DHRM developed an executive dashboard to report telework statistics, including data on expired agreements. The dashboard is accessible and available to agencies. These enhancements have resulted in stronger accountability and transparency.