

Senate Finance and Appropriations Committee Meeting

Telework Report

October 18, 2022

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Background

Item 86, Section K of the 2022 Special Session I, Virginia Acts of Assembly, Chapter 2 requires that:

The Department of Human Resource Management (DHRM) shall compile data related to the number of employees teleworking and the number of days per week such employees telework, by agency. Such data shall include:

- i.) the number of employees teleworking and days per week such employees teleworked under approved agency-based telework agreements during calendar year 2019, and the percentage of the overall agency personnel complement such employees represented;
- ii.) the number of employees teleworking and days per week such employees teleworked from March 2020 through July 4, 2022, and the percentage of the overall agency personnel complement such employees represented; and
- iii.) the number of employees approved for teleworking and days per week such employees telework under the Standard Telework Agreement, effective July 5, 2022, pursuant to DHRM Policy 1.61, and the percentage of the overall personnel complement such employees represent. DHRM shall prepare and deliver a report including such data to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees by November 1, 2022.

Executive Summary

Telework Policy / Framework and Data Recordation

In 2019, telework data was recorded in the HR System of Record based on Remote Work Categories, consistent with the Telework Policy in place at the time. The data was not recorded by “count by days.” Remote Work Categories included the following telework eligible categories:

- Full-Time Teleworker – teleworks all or a clear majority of the planned work schedule.
- Hybrid Teleworker – teleworks a minimum of 32 hours or more per month but less than full-time.
- Limited Teleworker – teleworks consistently less than 32 hours per month on a limited, sporadic, or task driven basis.

Telework Outcomes

- The telework data provided in the attached report produced the following key findings:
 - As of September 7, 2022, 42% of classified executive branch employees were eligible for telework. Of those, 66% have approved telework agreements in place. This is significantly higher than employees eligible (26%) and approved for telework (37%) in 2019.
 - The percentage of classified employees who are now teleworking, exceeds the legislated goal of at least 20% of employees in eligible positions being approved to telework by January 1, 2010, as described in § 2.2-2817.1. of the *Code of Virginia*.
 - Summary measures by year are notated in next slides.

Telework Data Summary – 2019 and 2020

2019 Telework Data Summary (January – December 2019)

	Number	Percentage
Total Classified Employees	58,838	
Total Classified Employees Eligible to Telework	15,399	26%
Total Classified Employees Teleworking	5,664	37%
Full-Time Teleworkers	600	4%
Hybrid Teleworkers	2,842	19%
Limited Teleworkers	2,222	14%

2020 Telework Data Summary (January – December 2020)

	Number	Percentage
Total Classified Employees	57,260	
Total Classified Employees Eligible to Telework	15,855	28%
Total Classified Employees Teleworking	6,086	38%
Full-Time Teleworkers	680	4%

Note: Telework increased significantly from March – December 2020. The telework data represented for 2020 may not entirely capture the full increase in telework usage due to incomplete data captured in human capital management systems as agencies were required to address higher priority pandemic related activities during this timeframe.

Telework Data Summary – 2021 and 2022

2021 Telework Data Summary (January – September 2021)

	Number	Percentage
Total Classified Employees	56,238	
Total Classified Employees Eligible to Telework	16,406	29%
Total Classified Employees Teleworking	6,951	42%
Full-Time Teleworkers	1,022	6%
Hybrid Teleworkers	3,786	23%
Limited Teleworkers	2,143	13%

Note: Beginning in October 2021, some agencies began transitioning to the Cardinal human capital management system. Because of the phased transition to Cardinal, resulting in data in multiple systems during this timeframe, telework data is provided through September 30, 2021.

September 7, 2022

	Number	Percentage
Total Classified Employees	55,588	
Total Classified Employees Eligible to Telework	23,185	42%
Total Eligible Classified Employees Teleworking	15,338	66%
1 Day	7,302	32%
2 Days	4,848	21%
3 Days	1,026	4%
4 Days	455	2%
5 Days	1,712	7%

Summary and Comparison

	2019	2020	2021	2022
Total Classified Employees Eligible to Telework (%)	26%	28%	29%	42%
Total Classified Employees Teleworking	37%	38%	42%	66%

Questions?

