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SENATE BILL NO. 468

Offered January 14, 2004

Prefiled January 14, 2004

*A BILL to amend and reenact § 2.2-2817.1 of the Code of Virginia, relating to state employee work schedules; establishment of alternative work schedule and telecommuting policy.*

Patron—Whipple

Referred to Committee on General Laws

**Be it enacted by the General Assembly of Virginia:**

**1. That § 2.2-2817.1 of the Code of Virginia is amended and reenacted as follows:**

§ 2.2-2817.1. State agencies to establish alternative work schedules; reporting requirement.

A. In accordance with the statewide telecommuting policy, to be developed by the Secretary of Administration pursuant to § 2.2-203.1, the head of each state agency shall establish a telecommuting and alternative work policy under which eligible employees of such agency may (i) telecommute, (ii) participate in alternative work schedules, or (iii) both, to the maximum extent possible without diminished employee performance or service delivery. The policy shall identify types of employees eligible for telecommuting and and alternate work schedules, any benefits of telecommuting and including the use of alternate worksites that are separate from the agency's central worksite, and any benefits of using alternate work schedules. The policy shall be updated periodically as necessary.

B. The head of each agency shall set annual percentage targets for the number of positions eligible for alternative work schedules. By July 1, 2009, each state agency shall be required to have not less than 25 percent of its eligible workforce participating in alternative work schedules.

C. The head of each state agency shall annually report to the Secretary of Administration or his designee on the status and efficiency of telecommuting.

D. As used in this section:

"Alternate work schedule" means an arrangement of work schedule between an employer and employee including but not limited to telecommuting, flextime, compressed work week, and staggered hours, in the place of traditional fixed work schedules.

"Alternate worksite" means an approved location other than the central worksite or the home of an employee that is not regularly open to the public and where the business of the employer is carried out.

"Central worksite" means a state agency's principal place of business that is regularly open to the public at which the business of the state agency is carried out.

"Flextime" means an alternate work schedule, agreed upon in advance, consisting of variable work hours permitting flexibility in starting and ending times within limits set by management.

"Telecommuting" means a work arrangement whereby supervisors direct or permit selected employees to perform the normal duties and responsibilities of their positions through the use of computers and telecommunications at home or at an alternate worksite apart from the employee's regular place of work.

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