

Person Work Mode Categories: PMIS Matrix

Person Work Mode Category	Description	Notes	Position Telework Eligible - Field Options	Assigned Office/Facility Space?
W	Office/Facility Worker: Office, campus, or facility based employee who reports to and works from a defined central agency workplace(s). Employee may from time to time travel off-site for work activities, meetings, or conferences when approved by management, but spends a clear majority of their time working at an assigned agency worksite(s).	<ul style="list-style-type: none"> Workers in telework eligible positions who choose not to telework should be assigned this category When employee is traveling for approved meetings or conferences may call-in or perform work remotely without a formal telework agreement 	Yes or No	Yes – or shared space
M	Mobile Worker: Employee works a clear majority of their planned schedule in a mobile mode away from agency offices/facilities out in the “field.” Employee may be required to report to an agency worksite(s) to attend meetings, record time, or receive assignments. May include limited work from the employee’s home and the employee may from time to time travel away for normal work area(s) for meetings or conferences when approved by management.	<ul style="list-style-type: none"> Mobile workers generally have not required dedicated office space at agency facilities – these are traditional “field” type roles <i>Note:</i> Expectations related to mobile work, required resources/equipment, and performance expectations (EWP) should be implemented and maintained When employee is traveling for approved meetings or conferences may call-in or perform work remotely without a formal telework agreement 	No	No
T	Full-Time Teleworker: Employee has an active telework agreement on file and teleworks all or a clear majority of their planned schedule from a defined and agreed upon alternate worksite(s). Employee will normally not have permanently assigned office space at an agency facility, but may be assigned to work from an alternate agency facility close to their residence if insufficient Internet access is not available at their residence; or where needed systems access is only available at the agency site; or where a personal situation precludes residence based telework. Employee may from time to time travel for work activities, meetings, or conferences when approved by management, but is expected to spend a clear majority of their time teleworking at the agreed upon alternate worksite(s). Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.	<p>Telework Agreement Required</p> <ul style="list-style-type: none"> Select “Full-Time Telework” arrangement in the agreement Review agreement annually and revalidate at least once every two years Full-Time Telework should be noted as a position requirement in job descriptions and announcements When employee is traveling for approved meetings or conferences may call-in or perform work remotely from the meeting or conference site Employee counts toward the “20%” of eligible workforce teleworking requirement of § 2.2-2817.1 	Yes	No – with some exceptions
H	Hybrid Teleworker: Employee has an active telework agreement on file and consistently teleworks a minimum of 32 hours or more per month (but less than full-time), typically teleworking from a defined alternate worksite(s) one to two days a week and on a consistent and regular basis. Employee has an assigned or shared workspace at an agency worksite(s) and functions as an Office/Facility Worker when not teleworking. With management approval, may sometimes travel to other state agency or institution work sites for meetings or other work - or from time to time to non-agency sites for reasonable and necessary conferences or meetings. Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.	<p>Telework Agreement Required</p> <ul style="list-style-type: none"> Select “Hybrid Telework” arrangement in agreement Review agreement annually and revalidate at least once every two years Note Hybrid Telework as a position option in job descriptions and describe available telework parameters in announcements Document in telework agreement the notifications and approvals that must be completed to allow temporary changes to alternate worksite locations and the telework pattern/schedule defined in the agreement When employee is traveling for approved meetings or conferences may call-in or perform work remotely from the meeting or conference site Employee counts toward the “20%” of eligible workforce teleworking requirement of § 2.2-2817.1 	Yes	Yes – or shared space
L	Limited Teleworker: Employee has an active telework agreement on file and teleworks consistently less than 32 hours a month on a limited, sporadic, or task driven basis in response to a specific agency need(s). Needs could include, but are not limited to special projects, continuity of operations, emergency closings, and crisis management situations. Employee has an assigned or shared workspace at an agency worksite and functions as an Office/Facility Worker when not teleworking. Employee may from time to time travel off-site for work activities, meetings, or conferences when approved by management. Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.	<p>Telework Agreement Required</p> <ul style="list-style-type: none"> Select “Limited Telework” arrangement in agreement Review agreement annually and revalidate at least once every two years When employee is traveling for approved meetings or conferences may call-in or perform work remotely from the meeting or conference site Document in telework agreement the expectations, notifications, and approvals that must be given or completed prior to the employee shifting into telework mode 	Yes	Yes – or shared space