



**Policy Guide**  
**Interim Guidance on the COV Application - Telework Agreement**

DHRM and VITA partnered to develop an application for automating approvals of the Standard Telework Agreement. This interim guidance is provided in response to agency questions received during the training facilitated by VITA on this new system. The Telework Policy's Frequently Asked Questions are being updated by DHRM.

1. Is this application necessary for renewals of existing telework agreements or only for new and revised telework agreements?

**The Telework Agreement Application should be used only for new or revised Telework Agreements.**

- Existing telework agreements that are **not** changing may be approved by your agency head. These are **not** submitted in the Application.
  - Existing telework agreements that **are being changed** must be submitted in the Application.
  - **New** telework agreements must be submitted in the Application.
  - Telework Agreements that are not changing must not be included in the Telework Agreement Application.
2. Which agencies must use the COV Application -Telework?
    - All Executive Branch Agencies having a COV e-mail address (-virginia.gov) are required to use the COV Application – Telework for classified employees.
    - Executive Branch Agencies not having a COV e-mail address are **not** currently required to use the Application.
      - Steps are being taken to include alternative state email addresses in the Application. Please consult with your Cabinet Secretary regarding the Telework Agreement approvals extending beyond your Agency Head.
    - Judicial and Legislative Branch Agencies are not required to use the Application.
  3. My agency currently has renewals in process. Can we continue our internal process and not move to this system?
    - You may continue to use your internal process for existing agreements that are **not** changing.
    - However, new agreements or those existing agreements that are changing must be submitted through the Application.
  4. My agency does not track telework in Cardinal. Is this something we are required to complete?

**Executive Branch agencies are required to track Telework data for classified employees in Cardinal. See the Cardinal Job Aid, HR351 Managing Employee Teleworker Data.**

5. Does the administration have any examples of positions/duties suitable for two- or three-day approvals?

**No. Agencies are responsible for determining which positions are eligible for telework and the suitable duration that comports with Agency business needs and other considerations.**

6. Previously it was said that agencies do not have to use this form. If we choose to maintain our current practice and our paper form, will the Cabinet Secretary and Chief of Staff still approve paper forms that are sent to them?

**If your agency is required to use the Application, the Cabinet Secretary and Chief of Staff will not accept paper forms. See Question #2.**

7. Will every employee with an existing telework agreement and no changes need to resubmit in this system?

**No. See Question #1.**

8. Are non-executive branch agencies (independent) required to use this system? We do not have an agency secretary, etc.?

**No. See Question #1.**

9. The Community College system uses an HRIS that interfaces with Cardinal - should we use this process?

**Not yet. Currently only employees/agencies with a COV email address are eligible to use this digital form. Our team is working to add all other state email extensions. Once that process is complete, VITA will communicate the availability of the form and any requirements to use it.**

10. When must telework agreements be submitted?

- **In accordance with operational business needs, Agencies may determine the best time of the year to renew existing Telework Agreements.**
- **Changing agreements and new agreements should be submitted as they occur.**

11. **Does the COV Application entries auto-populate the Cardinal data in employee records?**

No. Currently, there is no automatic update of Cardinal data from the Telework Application. Agency HR needs to update the telework data in Cardinal. A future interface is in development that will send the following data from the Telework Application to Cardinal:

- Number of Days Approved
- Telework Start Date
- Telework End Date
- Out of State Indicator

We will advise agencies when this Cardinal Interface and other system changes go into production.

Please forward questions regarding the COV Application - Telework to [covapps@vita.virginia.gov](mailto:covapps@vita.virginia.gov)

Please direct questions specific to Policy 1.61, Teleworking to the DHRM Policy Team at [policy@dhrm.virginia.gov](mailto:policy@dhrm.virginia.gov)