School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
August 28, 2026

Standard Operating Procedure
Telework

PURPOSE:

To determine the School Board Office procedure for telework.

SCOPE:

In July 2026, Regulation 4471 was updated for telework procedures for all employees in Fairfax County Public Schools (FCPS). FCPS utilizes telework and remote work in limited circumstances or when required by state or federal law. Per the regulation, *the School Board retains full rights, authority, as authorized and permitted by law unless it elects to bargain regarding these matters. These exclusive rights include but are not limited to determine the type and scope of work to be performed by School Board employees and the manner in which services are to be provided*.

ROLES:

Clerk: As program manager, the Clerk is responsible for reviewing, approving, or denying any telework requests for members of the School Board Office Staff.

School Board Members: As program managers for their team, School Board Members are responsible for reviewing, approving, or denying any telework requests for members of the School Board Member Staff.

Clerk Office Staff: The Clerk's Office staff is responsible for requesting, inputting and tracking the approved five (5) telework days per year.

TIMELINE:

For the School Board Office Staff: requests for telework should be submitted at least 48 hours in advance to your program manager. Supervisors should be included in the email chain for approval.

Calendar invites should be sent via staff personal calendars at least 48 hours in advance when the email request is sent.

Time should be put into MyTime according to Guidelines before the due date for monthly time.

GUIDELINES:

Telework is defined in the regulation as *work arrangements that allow for remote working from an alternative worksite, include an employee's home.*

Per the regulation, *telework is limited to situations where duties can be performed remotely without negatively impacting their school, department, office or FCPS. Approval by the employee's supervisor in advance is required, and approval is determined based on the specific situation and instructional/operational needs and must not negatively impact instructional and operational needs*.

Telework will need to be reported in the FCPS time and attendance system (i.e., MyTime). School Board Office Staff should use "Administrative Leave" with "Telework" as the reason code. Telework exceptions (such as space constraints or inclement weather) are not reported in the time and attendance system.

For School Board Member Staff, when dedicated space is not available for an employee, they may be given an exception to telework. If dedicated space was available, the program manager (relevant School Board Member) for each School Board Member Staff would need to grant an exception for telework.