



## COVID-19 vaccination clinics on Aug. 11 and 26

Hokie Wellness and Virginia Tech Emergency Management are partnering with the New River Health District to offer two vaccination clinics at the Blacksburg campus in August.

The clinics will be held on:

- Wednesday, Aug. 11, 10 a.m. - 1 p.m. in Steger Hall Auditorium foyer.
- Thursday, Aug. 26, 10 a.m. - 1 p.m. in New Hall West downstairs training room.

Clinics are open to all employees, family and/or friends, and students who may need the vaccine. Parking is available at Steger Hall, and parking for New Hall West is available at McComas Hall. A valid parking pass is required for both locations.

Registration is required prior to the clinic at <https://outlook.office365.com/owa/calendar/VirginiaTech6@VirginiaTech.onmicrosoft.com/bookings/>. Click the information circle to the right of the clinic name to learn more.

Those receiving the vaccine may receive their second vaccine at these clinics. All three vaccines are available; registrants may select which one they prefer at the time of registration.

All employees are encouraged to receive a vaccine. Employees, including full-time and part-time faculty, staff, and wage, are required to provide proof of their COVID-19 vaccination after receiving their final dose. Employees should use this site to register their vaccine information by Aug. 15: COVID-19 Vaccination Status Self-Reporting form: <https://apps.es.vt.edu/vaccinereporting>.

Employees who register their vaccine information will be exempt from required COVID-19 surveillance testing during the 2021-22 academic year. The need and frequency of testing for unvaccinated employees will be determined based on the risk an individual's position presents to the community. Information about the testing program is forthcoming. Vaccination registration information: <https://ready.vt.edu/vaccinations.html>.

## All employees encouraged to receive a vaccine; register your vaccine information by Aug. 15

All employees are encouraged to receive a COVID-19 vaccine (<https://ready.vt.edu/>

<https://ready.vt.edu/vaccinations.html#getvaccine>). All employees, including full-time and part-time faculty, staff, and wage, are required to provide proof of their COVID-19 vaccination once they are fully vaccinated. This includes employees who are also registered for classes at Virginia Tech. Employees are required to register vaccination information in the COVID-19 Vaccination Status Self-Reporting form (<https://apps.es.vt.edu/vaccinereporting>) after receiving their final dose.

Employees who register their vaccine information will be exempt from required COVID-19 surveillance testing during the 2021-22 academic year. The need and frequency of testing for unvaccinated employees will be determined based on the risk an individual's position presents to the community. Information about the testing program is forthcoming.

For more information or detailed instructions on how to upload your vaccination record into this secure system, visit <https://vtx.vt.edu/notices/2021/06/employee-vaccine-register.html>.

## New Flexible Work Arrangement site is live

To support employees and managers and supervisors who have discussed and agreed upon flexible work arrangements, including telework and alternate schedules, Human Resources is launching a new Flexible Work Arrangement form site at <https://forms.apps.hr.vt.edu/flexible-agreements>. The new site will house the following arrangements:

- Alternate Work Schedule: Variation from the employee's standard work hours in starting and departure times or a revised schedule that compresses the work week into fewer days while maintaining total hours of a traditional work week (most commonly 40 hours).
- Telework Agreement: Arrangement providing for employee to work from alternate location on a consistent or occasional basis.
- Combined Flexibility/Both: Plan for employee to assume an alternate work schedule and pursue some form of telework.

Once a telework or alternate schedule is agreed upon by the supervisor and employee, a flexible work arrangement should be completed in the new site. Please refer to University Policy No. 4325: Alternate Work Site and Telework Policy at <https://policies.vt.edu/4325.pdf> for more information. All full and part-time faculty, staff, non-student and student wage employees should complete

an agreement if they work an alternate schedule or are teleworking from a location outside of the Virginia Tech campus or office location for their position.

As part of the transition, all existing telework and alternate work schedule agreements were migrated from the previous site to the new site. If an employee's most recent agreement has expired, they will need to create a new agreement though the site will show that the agreement previously existed. If their current agreement is within 30 days of expiring, they may Renew it in the site.

In the site, employees will be able to take the following actions:

- Create a new flexible work arrangement. All fields are editable. The maximum duration for a new arrangement is six months. The employee's supervisor and department head will need to approve the agreement and will be notified via email when an arrangement is ready for review. In some cases, an employee's Human Resources representative will also need to approve the arrangement.
- Amend an active arrangement where minor updates need to be documented. Limited edits are allowed with this function such as updating phone numbers and equipment and will not require re-approval of the arrangement. If larger edits need to be made such as changing the state, agreement type, or review date, the Amend function cannot be used. In this case, it is recommended that employees Expire the old arrangement and Create a new one.
- Renew an arrangement, which can be done 30 days prior to and following the end date of the last agreement. For example, an agreement ending June 30 is available for renewal from May 30 to July 30. The maximum agreement duration is one year. Arrangement renewals will be need to be approved by the employee's supervisor and department head and will be notified via email when an arrangement is ready for review. In some cases, an employee's Human Resources representative will also need to approve the arrangement.
- Expire an arrangement any time by the employee. This terminates the flexible work arrangement previously documented. The expired agreement will remain in the system for documentation purposes.

For frequently asked questions about the Flexible Work Arrangement forms site, visit <https://hr.vt.edu/resources0/telework-information/form-site-FAQs.html>. For employee and supervisor resources and training about flexible work options, visit <https://www.hr.vt.edu/resources0/telework-information.html>.

View the following flexible work arrangement agreements.

- All flexible work arrangement agreements will need to be approved by the immediate supervisor and department head. In some cases, the college or department Human Resources representative may also need to approve the agreement.

- Flexible work arrangement agreements may change. An arrangement that works today for the supervisor, employee, and team may not work in the future based on changing business needs or requirements.
- Telework is not a substitute for active dependent care. Employees who telework must not have responsibilities for primary care of dependents while working. In extenuating circumstances an employee is encouraged to work with their supervisor to develop a work schedule to accommodate dependent care needs.
- It is an accepted practice for Teaching and Research faculty (T/R faculty) to carry out their work with varied schedules on campus and at alternate locations, therefore, a formal flexible work arrangement agreement will not be required for T/R faculty unless the normal work assignment is consistently at an alternate location rather than the standard assigned office.

If you have questions about the Flexible Work Arrangement form site at <https://forms.apps.hr.vt.edu/flexible-agreements>, contact the HR Service Center at [hrservicecenter@vt.edu](mailto:hrservicecenter@vt.edu) or 540-231-9331.

## 2021-22 parking permits on sale

Parking permits for the 2021-22 academic year will go on sale the following dates:

- July 26, 2021: Faculty/staff parking permits go on sale. This includes Annual, Semester, Evenings Only, and Remote. Permits will be mailed beginning Aug. 9, 2021.

Current permits expire Aug. 31, 2021. Annual permits are valid from the time of purchase until Aug. 31, 2022. Permits can be purchased online at <https://viriniatech.t2hosted.com/Account/Portal> or in person at 505 Beamer Way. Employees must login with their PID and password using 2-Factor Authentication. If you do not have a PID, or need additional help with the 2-Factor Authentication process, contact 4HELP at 540-231-4357.

Weighing your parking options: View helpful parking information at <https://vt.vt.edu/notices/adm-evergreens/transpo-annualparkingpermit.html>. Questions: Email [parking@vt.edu](mailto:parking@vt.edu) or call 540-231-3200.

## 2021-22 parking permits: Changes to payroll deduction dates

Parking Services has worked with the payroll team to make updates to your parking permit payroll deduction. Effective this year, 2021-22 permits will be deducted in 15 equal payments between Sept. 16 and April 16. Permit deductions will no longer occur in the summer months. For 2021-22 permits, the deductions will be \$25 per pay period.

For graduate assistants, deductions will be equal payments based on the number of available pay periods.

Please direct questions to [parking@vt.edu](mailto:parking@vt.edu).