



Pretrial Services Agency for the District of Columbia

POLICY STATEMENT

Policy Statement 4040.2

Policy Area: OHCM

Date: May 17, 2011

Approved: *Susan W. Shaffer*
Susan W. Shaffer, Director

TELEWORK PROGRAM

I. COVERAGE

1. This Policy Statement applies to all positions in the Pretrial Services Agency (PSA or Agency).
2. Responsibilities
 - a. The Director of PSA is responsible for setting policies for telework and for oversight of the Telework Program in relation to mission accomplishment.
 - b. The PSA Deputy Director and Office Directors are responsible for designating positions in their respective program areas that are potentially eligible for telework and reviewing and taking action on telework requests.
 - c. The Director of the Office of Human Capital Management (OHCM) is responsible for serving as the Telework Managing Officer; for implementation and oversight of the Telework Program; ensuring its fair, equitable and consistent administration; providing assistance to managers and supervisors in implementing the policy; reviewing telework requests for consistency and adherence to policy and procedure; recommending program changes; maintaining relevant records and statistics; and reporting as required. The Director of OHCM is also responsible for ensuring that all telework employees and their managers have been properly trained.
 - d. Supervisors are responsible for processing and taking action on employee requests for telework in a timely manner and forwarding as appropriate; reviewing employee's responsibilities related to telework; contacting the Telework Managing Officer on any telework related concern; and communicating with employees on telework schedules to ensure continuity of Agency operations.
 - e. Employees are responsible for following the procedures established in this policy to request and perform telework; requesting changes in the telework schedule as necessary; complying with the requirements as set forth regarding the use of

information technology (IT) resources and information security; and ensuring constant and effective communication with coworkers and managers while in telework status.

II. BACKGROUND

Section 359 of Public Law 106-346, October 23, 2000, mandates that, "Each executive Agency shall establish a policy under which eligible employees of the Agency may participate in telework to the maximum extent possible without diminishing employee performance." Additionally, the Telework Enhancement Act of 2010 requires Federal agencies to identify employees eligible to telework and to allow eligible employees to telework to the maximum extent possible. PSA has an established telework program which provides employee flexibility and maintains support for the public safety mission of the Agency. This policy supersedes Policy Statement 4040.1, dated April, 2003.

III. POLICY

It is the policy of PSA to utilize a variety of programs to enhance the Agency's efforts to employ and accommodate people with disabilities; reduce air pollution, energy consumption, and local traffic congestion; reduce transportation costs, including costs associated with payment of the transit subsidy; enable the organization to remain functional during emergency shutdowns; and improve the recruitment and retention of high-quality employees through enhancements to the employee's quality of life.

The telework program is administered fairly and consistently. Employee participation is limited to those positions that have been approved for telework. The telework program is not an employee entitlement, nor will an employee be required to participate in the telework program. Any participation in the program must be in compliance with this policy and must be consistent with PSA mission accomplishment.

IV. PROCEDURES

1. Types of Telework Arrangements

- a. *Ad hoc* telework is a non-routine, non-regular telework arrangement and occurs on an as-needed basis when an assignment is appropriate for telework. It may involve projects or infrequent, sporadic tasks.
- b. Regular telework is the traditional arrangement where a regular, consistent number of days (for example, one day per week) is set for performing work at an alternate work site. Routine tasks are accomplished at the alternate work site and an established schedule of telework days allows for predictability.

2. Determination of Employee and Position Suitability for Telework

All employees are eligible for telework unless their functions, performance, or conduct prevent them from participating. Each request is addressed on a case-by-case basis and must be considered by the direct supervisor. Participation must not diminish employee performance or adversely impact Agency operations. The following factors are considered in determining suitability for telework:

a. Employees who are potential candidates for telework must demonstrate:

- the ability to work independently (minimal supervision required);
- performance at the level of Commendable or higher;
- self-motivation, dependability and reliability;
- effective time management skills; and
- the ability to communicate effectively in writing, by phone and *via* e-mail.

b. An employee is not eligible for telework if he/she:

- has performance at a level below that of Commendable;
- is in a trainee capacity or has not reached the level of relative independence;
- has not demonstrated effective communication skills, dependability, or reliability;
- has been disciplined for telework-related misconduct or for leave or attendance issues within the past year;
- is on leave restriction;
- has been officially disciplined for being absent without permission for more than 5 days in any calendar year; or
- has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography on a Federal Government computer or while performing official Federal Government duties.

c. Work duties that may be suitable for telework include those that:

- can be effectively performed at an alternate work site;
- are product or results oriented in order for the supervisor to effectively monitor the work accomplished; and/or
- include research, reading, analysis, writing, and/or processing tasks.

d. Work duties **not** suitable for telework include those that:

- require the employee to have extensive or regular face-to-face contact with the supervisor, other employees, defendants, the Court, or the general public; or

- require access to records, materials or equipment that cannot be removed from the official work site or that cannot be accessed electronically from the alternate work site without considerable expense to PSA.

3. Request Procedures

- a. An employee wishing to telework submits the Telework Request (Appendix A) to his/her first line supervisor. In conjunction with the supervisor, the employee defines:
 - the type of telework arrangement, *e.g.*, regular or *ad hoc*;
 - a fixed work schedule that includes the hours to be worked at the alternate work site and the hours to be worked at the official work site;
 - tasks that can reasonably be performed by the employee at the alternate work site; and
 - any equipment or other services or supplies needed at the alternate work site.
- b. The supervisor approves (with or without modification) or disapproves all telework requests in writing on the Evaluation of Telework Request (Appendix B). In approving telework requests, priority is given to employees with the longest continuous length of time within their current unit. A recommendation for disapproval must include a written justification and is forwarded through the chain-of-command to the Office Director or PSA Deputy Director for a final determination. If approval is recommended (with or without modification), the supervisor, in conjunction with the requesting employee, prepares the necessary documents (see 4.a. and 4.b. below) to establish the telework arrangement and forwards these with the Telework Request and Evaluation through the chain-of-command to the Office Director or PSA Deputy Director for final approval. Requests must be approved or denied in writing within ten (10) business days of original receipt.
- c. Upon approval of a telework request, the employee must participate in interactive telework training prior to commencement of the telework to ensure there is a clear understanding of the expectations and requirements pertaining to the arrangement. Supervisors managing telework employees must also attend training.
- d. All requests, both approved and disapproved, are forwarded to OHCM for tracking, reporting, and overall review to ensure consistency and adherence to policy and procedure.

4. Telework Agreement

- a. Upon approval of the telework request, the employee submits a completed and signed Telework Agreement, including Part 2 – Self-Certification Safety Checklist (Appendix C), to his/her first line supervisor. Both the employee and the supervisor sign and date the document. This agreement must be signed before an employee is allowed to begin teleworking.
- b. The employee must have an approved alternate work site and must identify a specific work location at the alternate work site in advance, *e.g.*, a room or part of a room. The employee may not telework from any other site without prior approval from his/her supervisor. The approved alternate work site must meet minimum safety standards (Self-certification Safety Checklist, Appendix C), be free from interruptions, provide the necessary level of security and protection for government property, and be conducive to productive work. PSA must have reasonable assurances that the telework employee's alternative work site meets acceptable standards.
- c. Telework is not a substitute for dependent care. Employees must not use telework time for any purpose other than official PSA duties. Alternate arrangements must be made to care for an employee's dependents while the employee is performing official duties. Individuals in the employee's home that do not require dependent care (*e.g.* older child, independent elderly person) may be in the home while the employee is teleworking.

If a situation arises where the employee must attend to a dependant at the alternate work site during scheduled duty hours, or engage in any other activities that are not work-related, the employee shall immediately notify the supervisor and arrange to take leave.

- d. Eligible employees may participate in telework to the maximum extent possible as long as the employee's position is partly or wholly portable (meaning an employee can do work at the alternate work site without workflow or security concerns). In addition, performance will be considered, as will other factors about the employee's unit, including staffing and the need for office coverage. The PSA Deputy Director or Office Director may limit the number of telework days to as few as one per pay year or authorize up to the entire pay period. The supervisor is responsible for ensuring that the employee's presence at the official work site is sufficient for the organization's needs, as well as for the employee's benefit, *e.g.*, professional development, interaction with peers.

5. Equipment and Supplies

- a. The immediate supervisor, in consultation with the employee and the Office of Information Technology (OIT), determines computer equipment required in any

telework arrangement and how the equipment is provided in accordance with relevant OIT policies and procedures. Options include use of excess equipment, use of portable equipment such as laptop computers to use for both the primary and alternate work site, and/or use of the employee's personal equipment.

- b. It is not an employee right that equipment and supplies be provided for home use so that the employee may telework. PSA may furnish equipment and supplies, if available and in the best interests of PSA. To the extent required by the telework schedule, office supplies reasonably necessary are provided to the employee (e.g., paper). While government-owned computers and telecommunications equipment may be located in an employee's home, PSA retains ownership and control of the equipment, including the hardware, software, and data. Such equipment is for official use only, and is subject to all applicable laws, rules, regulations and policies regardless of whether it is located in or outside the traditional Federal workplace.
- c. The telework employee remains subject to PSA's policy on use of the internet and e-mail. Employees are expected to exercise a reasonable standard of care for the equipment. Repair and maintenance of PSA equipment are the responsibility of PSA. If found to be at fault, the employee is liable for damage to any government-supplied property, including equipment at the alternate work site, in the same way the employee is liable at the official work site. PSA is not liable for damages to an employee's personal or real property in the performance of official duties or while PSA equipment is in use at the employee's residence, except to the extent that PSA is liable under the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.
- d. Employee-provided equipment is the sole responsibility of the employee, which includes the responsibility for maintenance and software purchase and upgrades. Employee-owned computer equipment must be certified by OIT as meeting applicable standards of compatibility, capacity, security and virus protection. Employees are reminded that PSA data, programs, information, or files placed on employee-owned equipment remain the exclusive property of the U.S. Government and remain subject to the protections under applicable law and Agency policy.

6. Hours of Work During Telework

- a. Telework is working at an alternate approved work site, not a reduced work schedule. The telework employee's tour of duty must be documented on the agreement and approved by the supervisor, be consistent with the requirements of the position, and in accordance with PSA established work schedules. Supervisors remain responsible for approving work schedules, leave and certifying time and attendance. At the supervisor's discretion, an employee may

be removed from an Alternative Work Schedule while teleworking in order to ensure office coverage.

- b. A telework employee must be accessible during his/her official tour of duty as specified in the agreement. The employee must report to the official work site if directed to do so by the Agency.
- c. Telework employees are specifically prohibited from working additional hours beyond their authorized tour of duty without advance supervisory approval.

7. Certification of Time and Attendance.

Agencies with telework employees are required to provide reasonable assurance that the employees are working when scheduled. Supervisors must certify time and attendance using the same procedures applicable to employees working at the official work site. Employees must personally certify the hours worked in a telework status using the form in Appendix E and the supervisor must certify this form. It is maintained with the regular time and attendance forms that are completed and submitted for telework employees.

8. Pay, Leave and Overtime

- a. Pay and Leave. Federal rules and PSA policy applicable to pay and leave administration apply to telework employees. Annual and sick leave and leave without pay must be requested in advance and approved in accordance with relevant PSA policy.
- b. Overtime. Federal rules and PSA policy relevant to overtime and earning and using compensatory time apply to telework employees. All overtime or compensatory time must be requested and approved in advance in accordance with established procedures before the work is performed.

9. Workers' Compensation

Telework employees are covered by the Federal Employees Compensation Act (FECA) and may qualify for payment for on-the-job injury or occupational illness under FECA regulations. Any injury must be reported immediately to the supervisor and OHCM.

10. Reasonable Accommodation

Telework may be used as a reasonable accommodation for an employee with a qualified disability. Telework may also be a short-term solution for accommodating an employee who is temporarily unable to come to the official work site, but is capable of performing his/her official duties.

An employee who is a qualified individual with a disability may request telework as a reasonable accommodation. Management may elect to grant the accommodation after examining all relevant documentation, including all requested medical documentation concerning the disability claimed.

11. Training

Prior to commencing telework, all employees and their supervisors must complete telework training, as applicable.

12. Emergency Conditions – Including Weather-Related and Continuity of Operations Plan (COOP)

- a. In the event of an emergency dismissal and closure (weather-related, act of terrorism, natural disaster, *etc.*), an employee with a regular telework agreement may be required to work irrespective of whether he/she was previously scheduled to telework. The telework day is a workday and time and attendance rules apply. If a telework employee does not telework or report to the official work site as directed by the supervisor, he/she may be placed on Absence Without Leave (AWOL) and subject to disciplinary action.
- b. When OPM announces unscheduled telework, non-emergency employees with a current telework agreement that is approved for unscheduled telework can telework at the alternate work site on a non-telework day (note that there is a special section in the Telework Agreement [Appendix C] to document this approval).
- c. If employees at the official work site are dismissed early or if PSA closes due to inclement weather or an emergency situation, the teleworker is required to continue to work through the end of the scheduled tour of duty, unless otherwise directed by the supervisor. However, when the Agency Director grants an early dismissal, such as the day before a holiday, the early dismissal applies to all staff (including those who are teleworking at the time), consistent with fulfilling the roles and responsibilities of the units throughout the Agency.
- d. If an emergency situation occurs at the teleworker's alternate work site that prevents the employee from performing work assignments, the employee is required to report the situation as soon as possible to the supervisor. Employees will be required to report to the official work site or use leave for the remainder of their tour of duty. (However, if employees at the official work site are dismissed early due to inclement weather or an emergency situation, the teleworker's supervisor may excuse a telework employee from duty if the same emergency adversely affects the alternate work site [*e.g.*, disruption of electricity, loss of heat, *etc.*], if the teleworker faces a personal hardship that prevents him/her from working successfully at the alternate work site, or if the

teleworker's duties are such that he/she cannot continue to work without contact with the official work site.)

- e. Employees who are required to work during their regular tour of duty on a day when the Agency is closed to the public (or when other employees are dismissed early) are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly scheduled hours.
- f. Telework employees are not permitted to use duty hours to perform chores related to weather-related emergencies (*e.g.*, shovel snow, clear debris, *etc.*) Employees desiring to do so are required to request leave for the duration of the non-work-related tasks.
- g. In the event that the Continuity of Operations Plan (COOP) is activated, the COOP will supersede this policy until the COOP is discontinued and operations are restored to normal conditions. This may include requiring staff that have chosen not to participate in the telework program to perform work at a different location identified by management.

13. Cancellation or Modification of Telework Agreement

- a. Participation in the Telework Program may be terminated or the terms of participation may be modified at any time by an employee or management. Reasons for terminating or modifying an agreement may include, but are not limited to, the following:
 - change in work related duties in the unit;
 - change in teleworker's position description;
 - deterioration on employee performance;
 - negative impact of telework on work group performance;
 - change in personal circumstances of teleworker;
 - misuse of the telework program;
 - placement on leave restriction; or
 - discipline for leave or attendance issues.
- b. If participation is being terminated, the employee and/or management ordinarily submit a Telework Cancellation Form (Appendix D), at least one (1) pay period in advance of the requested change. A copy of the form is forwarded to OHCM. However, a telework arrangement may be canceled with less notice in the event of an immediate need.
- c. OHCM must be provided written notification when a telework agreement is modified or terminated. The notice must include the reason for the change or termination.

- d. Telework employees and their supervisors are responsible for maintaining the integrity of the program. All participants must be mindful that even the appearance of misusing government time or equipment is detrimental to the telework program and may be a violation of Federal ethics regulations. If an employee is suspected of abusing the telework agreement, management conducts an investigation. Any substantiated abuse could lead to disciplinary action up to and including removal and/or termination of the telework agreement.

14. Program Evaluation.

The PSA Telework Program is reviewed on a periodic basis to assess effectiveness and adherence to policy and procedure. Adjustments in policies, operating procedures and program parameters are made based on the results of the assessment efforts.

V. AUTHORITIES, SUPERSEDURES, REFERENCES AND ATTACHMENTS

Authorities

Public Law 111-292 (Telework Enhancement Act of 2010)

Public Law 106-346, Section 359

40 USC, Section 490

Supersedures

PSA Policy Statement 4040.1, Telecommuting Program, dated April, 2003

References

PSA Policy Statement 4050, Hours of Work and Overtime

PSA Emergency Operating Procedures

Attachments

Appendix A: Telework Request

Appendix B: Evaluation of Telework Request

Appendix C: Telework Agreement

Part B: Employee Self – Certification Safety Checklist

Appendix D: Telework Cancellation Form

Appendix E: Certification of Telework Hours Worked

TELEWORK REQUEST FORM**Name of Employee** *(type or print)***Unit/Office/Branch****Office Telephone****Alternate Phone**

This application is to be completed by an employee interested in participating in the Telework Program and must be completed by both the employee and the supervisor after reading participation guidelines and policies. The supervisor and the employee will discuss the application as well as the telework terms and conditions, after which the application will be approved, modified, or denied. The supervisor should document the supporting rationale for this decision on the Evaluation of Telework Request.

Type of Telework Request (Please select as appropriate)

☐ **Ad hoc** - Work performed at an alternate work site for a short time period as needed.

☐ **Regular** - Work performed at an alternate work site on a routine, regular, and ongoing basis.

___ days/month specify: _____

___ days a pay period specify: _____

___ other _____

What will be your tour of duty on telework days? From: _____ To: _____

What is your tour of duty on non-telework day? From: _____ To: _____

Are you on any other flexible work schedule? ☐ Yes ☐ No

If yes, what kind of schedule is it?

☐ 5/4 -9 Compressed Work Schedule ☐ 4 -10 Compressed Work Schedule

☐ Flexible work Schedule

Are you listed as an Emergency Employee or Mission-Critical Emergency Personnel? ☐ Yes ☐ No

Duration**From (date)****To (date)**

1. How will your proposed telework arrangement sustain or enhance your organization's ability to get the job done?

2. What specific tasks will you be doing at the alternate work site?

3. If applicable, describe any additional equipment/expense that your arrangement might require.

Employee Signature:

Date:

EVALUATION OF TELEWORK REQUEST**Name of Employee (*type or print*)****SUPERVISOR**

I have discussed this program with the above named employee, and advised the employee that, if approved, he/she must sign and abide by the terms of a telework agreement, and work at the approved alternate location on the approved day(s). Management reserves the right to alter the established work schedule to accommodate work demands or any other official purpose.

I. Considerations in determining the appropriateness of a Telework agreement are listed below

Performance Elements	Yes	No	
The employee has demonstrated self-motivation, effective communication skills, and dependability in accomplishing work assignments.	<input type="checkbox"/>	<input type="checkbox"/>	
The employees has the ability to work independently (minimal supervision required).	<input type="checkbox"/>	<input type="checkbox"/>	
The employee's performance appraisal rating of record is "Commendable" or higher.	<input type="checkbox"/>	<input type="checkbox"/>	
The employee has good time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	
The employee has the ability to communicate effectively in writing, by phone and via e-mail.	<input type="checkbox"/>	<input type="checkbox"/>	
The employee has not been disciplined for telework-related misconduct or for leave or attendance issues within the past year.	<input type="checkbox"/>	<input type="checkbox"/>	
The employee is not on leave restriction.	<input type="checkbox"/>	<input type="checkbox"/>	
The has not been officially disciplined for being absent without permission for more than 5 days in any calendar year.	<input type="checkbox"/>	<input type="checkbox"/>	
The employee has not been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch.	<input type="checkbox"/>	<input type="checkbox"/>	
Job Function	Always	Sometimes	Never
Specific work activities are portable and can be performed as effectively outside the office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance can be judged either through quality and timeliness of assignments or quantity of tasks completed, or a combination of these factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An essential component of job responsibility consists of research, reading, analysis, writing and other processing tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-face contact with supervisor, other employees, defendants, the court or the general public is predictable or contact can be managed through telephone or e-mail communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other employees' functions/performance are minimally affected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work planned for telework days is not classified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The technology and equipment needed to perform the job off-site is available or can be adjusted for use on the days when the employee is in the primary office, for example, use of photocopier and fax equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security and confidentiality of data, including sensitive, non-classified, Privacy Act information, can be adequately assured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. SUPERVISOR'S RECOMMENDATION

The employee and the supervisor have discussed this telework request. At this time, the telework request is:

☐ **Approved as requested.**

☐ **Modify and approve** (please describe):

☐ **Disapproved** (state reason):

Supervisor Signature:

Date:

III. OFFICE DIRECTOR'S / DEPUTY DIRECTOR RECOMMENDATION *(IF APPLICABLE)*

Level of approval will be consistent with Agency policy and procedures

After review, the telework request is:

☐ **Approved as requested.**

☐ **Modify and approve** (please describe):

☐ **Disapproved** (state reason):

Office Director/Deputy Director Signature:

Date:

TELEWORK AGREEMENT*(AD HOC AND REGULAR TELEWORK PARTICIPANTS COMPLETE)***The following constitutes an agreement on the terms and conditions of telework between:****AGENCY:** Pretrial Services Agency (PSA)**EMPLOYEE:** (print or type name)**Unit/Office/Branch:****1. Voluntary Participation**

The employee voluntarily agrees to participate in the program and to adhere to the applicable guidelines and policies. PSA concurs with employee participation and agrees to adhere to the applicable guidelines and policies.

2. Duration

The employee agrees to participate for an initial period as follows:

From (date)**To (date)**

This agreement will be reviewed and may be extended beyond the initial period if agreeable to PSA and the employee

3. Alternate Work Site

The employee's approved alternate work site is:

Address :**Phone Number:****Cell Phone, if applicable:****Specify Location** (example: guest bedroom top floor):**Alternate email:****4. Work Schedule and Tour of Duty**

The employee official tour of duty will be: (Specify hours at the official work site and alternate work site)

Type of Telework: ☐ Ad hoc☐ Regular**Official Work Site****Alternate Work Site**

From _____ a.m. To: _____ p.m.

From _____ a.m. To: _____ p.m.

_____ p.m. _____ a.m.

_____ p.m. _____ a.m.

Days Week 1:

☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

Days Week 1:

☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

Days Week 2:

☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

Days Week 2:

☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat**5. Emergency Procedures /Unscheduled Telework**

An employee whose telework schedule includes at least one day of telework per month understands that in the event of an emergency, and OPM announces that "unscheduled telework" is available; he/she will be required to telework for the entire tour of duty.

Type of employee:☐ Non-Emergency☐ Emergency Employee☐ Mission Critical Emergency**Unscheduled Telework Eligible:**☐ Yes☐ No☐ As directed by Supervisor(specify):

TELEWORK AGREEMENT**(AD HOC AND REGULAR TELEWORK PARTICIPANTS COMPLETE)****6. Official Duties**

The employee understands that he/she is required to report to the official duty station as directed for meetings, conferences, training, etc., even if they occur on normally scheduled telework days.

The employee agrees to perform official duties at the approved alternate work site. The employee understands that telework is not a substitute for dependent care and that alternate arrangements must be made for someone other than the employee to care for dependents while the employee is performing official duties.

7. Work Assignments and Performance

The employee will complete all assigned work according to procedures and timeframes provided by the supervisor and in accordance with the employee's performance plan.

The employee will meet periodically with the supervisor to receive assignments and to review completed work as necessary or appropriate.

The employee's job performance will be evaluated on agency-established criteria, consistent with those of non-telework co-workers.

The employee's most recent performance rating of record and current level of performance must be "Commendable" or higher in order to start and maintain a telework schedule.

8. Time and Attendance

The employee agrees to provide a written certification of the hours worked in a telework status within one working day after the end of each pay period.

The employee's timekeeper will have a copy of the employee's telework schedule. The employee's time and attendance will be recorded as performing official duties at the official duty station, except as modified with supervisory approval or through the use of approved leave.

9. Leave

The employee must obtain supervisory approval before taking leave in accordance with established office procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave.

10. Overtime

The employee understands that any additional hours worked (overtime) *must* be ordered or approved, *in advance*, by the supervisor. The employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from telework or other appropriate action.

11. Equipment & Supplies

If the employee borrows Government equipment, he or she will take reasonable steps to safeguard and protect it. The employee also agrees to promptly return the Government equipment or make it available for inspection/maintenance when directed. Government-owned equipment will be serviced and maintained by the Government. If an employee provides his or her own equipment, he/she is responsible for servicing and maintaining it.

Please indicate the type of Equipment you are using to telework:

☐ Personal Equipment

☐ Both Personal and PSA Equipment (Specify)

☐ PSA Equipment: (Specify)

Employee agrees to comply with all of the requirements set forth by the Office of Information Technology with respect to computer security.

TELEWORK AGREEMENT*(AD HOC AND REGULAR TELEWORK PARTICIPANTS COMPLETE)***12. Security**

The employee will apply approved safeguards to protect Government/Agency records from unauthorized disclosure or damage and will comply with the Privacy Act requirements set forth in the Privacy Act of 1974, PL 93-579, codified at section 552a, Title 5 U.S.C. and with any PSA policies applicable to confidential data or protection of information.

13. Training *(employee and supervisor must complete training prior to finalizing this agreement)*

☐ Employee completed the agency's employee telework training

☐ Employee's supervisor completed the agency's supervisory telework training

14. Liability

The Government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's residence, except to the extent the Government is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claims Act.

15. Work Area

The employee agrees to provide a work area at the alternate work site adequate for performance of official duties.

16. Scheduled work Inspection

Provided the employee is given at least 48 hours advance notice, the employee agrees to permit inspections by the Government of the employee's alternate work site during the employee's normal working hours to ensure proper maintenance of Government owned property and work site conformance with safety standards as specified in these guidelines.

17. Alternative Workplace Costs

The Government will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence. While teleworking, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and implementing regulations.

18. Injury Compensation

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of actually performing official duties at the alternate work site. Any accident or injury occurring at the alternate work site must be brought to the attention of the supervisor as soon as possible. The employee must also promptly notify OHCM and submit the necessary paperwork.

19. Standards of Conduct

The employee understands that all provisions of the CSOSA/PSA Standards of Conduct apply when in a telework status. These standards are available from the PSA and CSOSA web sites.

20. Cancellation

The employee may terminate participation in telework at any time. Management has the right to remove the employee from a telework arrangement if it fails to support organizational needs.

21. Other Action

Failure to comply with these provisions may result in loss of pay, termination of the telework arrangement, and/or other appropriate disciplinary action.

Employee Signature:**Date:****Supervisor Signature****Date:**

Supervisor must forward the original telework agreement with the telework request, evaluation, and safety checklist to the Telework Coordinator in OHCM. The supervisor must maintain a copy and provide the employee with a copy of the telework agreement.

TELEWORK PROGRAM EMPLOYEE SELF-CERTIFICATION SAFETY CHECKLIST

(Please submit this form with the Telework Agreement)

Name of Employee <i>(type or print)</i>	Unit/Office/Branch	Office Telephone	Alternate Phone
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Alternate Work Site Address

A. Description of the designated work area at the alternate work site

B. This checklist is designed to assess the overall safety of your alternate work site. Please read and complete the self-certification safety checklist. Upon completion, you and your supervisor are to sign and date the checklist in the spaces provided.

WORKPLACE ENVIRONMENT

- | | |
|---|--|
| 1. Are temperature, noise, ventilation and lighting levels adequate for maintaining your normal level of job performance? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Are all stairs with 4 or more steps equipped with handrails? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Do circuit breakers clearly indicate if they are in the open or closed position? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires, etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Will the building's electrical system permit the grounding of electrical equipment? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Are phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Are walkways free from obstructions, such as file cabinets and storage closets doors? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Is the office space neat, clean and free of excessive amounts of combustibles? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Are carpets well-secured to the floor and free of frayed or worn seams? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Employee Certification: The statements on this form are true to the best of my knowledge and belief.

Employee Signature:	Date:
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☐ Approved – The alternate work site is in substantial compliance with the safety standards

☐ Disapproved – The alternate work site does not meet the minimum safety standards

Supervisor Signature:	Date:
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TELEWORK CANCELLATION FORM**Name of Employee** *(type or print)***Unit/Office/Branch****Office Telephone**

Participation may be terminated or the terms of participation may be modified at any time by an employee or management.

Termination is based on (Please check one):

☐ Voluntary Withdrawal☐ Involuntary Withdrawal

If involuntarily terminated, this decision was based on:

☐ Change in unit work related duties☐ Change in teleworker's position description☐ Lack of office coverage or a negative impact on work group performance☐ Deterioration in employee performance☐ Misuse of the telework program☐ Placement on leave restriction☐ Discipline for leave or attendance issues☐ Other (Please Specify):**Receipt Acknowledged**

Employee Signature:

Date:

Supervisor Signature:

Date:

A copy of the form is forwarded to OHCM

Certification of Telework Hours Worked

Name: _____

Branch/Unit: _____

Pay Period: _____

Week: 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week: 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

I certify that I worked the hours listed above while in a telecommuting status.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____