



UNITED STATES
DEPARTMENT OF THE INTERIOR

Telework Handbook

(370 DM 226)
October 2011



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Purpose

The Interior Telework Handbook is to be used as a guide to implement the Department of the Interior telework program. The Handbook sets procedures and guidance for Bureaus and Offices to develop their own programs following procedures in this document and the policy in 370 DM 226. The policy and procedure set forth in the DM and the Handbook are based upon public laws and regulations issued by the Office of Personnel Management (OPM), General Services Administration (GSA) and the Office of Management and Budget (OMB). Bureaus should consult the “**Guide to Telework in the Federal Government,**” in conjunction with this Handbook.

http://www.telework.gov/policies_and_procedures/telework_guide/index.aspx

If the above link is not working, please consult your servicing Human Resources Office for the appropriate link.

General Parameters

The Department of the Interior encourages a robust telework program in which all eligible agency employees may be authorized to telework. Telework, as defined by OPM, is a work arrangement in which an employee regularly performs officially assigned duties at home or at other work sites geographically convenient to the residence of the employee. The work agreement is a formal document signed by both the employee and first-level supervisor commonly called the telework agreement.

The Department’s policy is to provide eligible employees the maximum opportunity to telework in an alternate workplace when doing so is consistent with the bureau/office mission and where employees have received fully successful or greater performance appraisals require minimal supervision, and whose responsibilities are not dependent on location. Supervisors and employees may elect to set up a trial arrangement when employees telework regularly. Telework is not an employee entitlement and participation in telework must be approved by the employee’s supervisor.

Eligibility and Participation

The Telework Enhancement Act of 2010 makes a clear distinction between eligibility to telework and participation in teleworking. With the exception of three categories of employees, all federal workers (including supervisors) are eligible to telework. The three exceptions are employees who have:

- “been officially disciplined for being absent without permission for than five days in any calendar year;” or
- “has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive branch for reviewing, downloading or exchanging pornography, including child pornography on a federal computer or while performing Federal Government duties,” or
- an employee who is performing at less than a satisfactory performance level.

The period of ineligibility for telework depends on the type of adverse action taken against the employee for any of the two reasons:

- If a non-permanent document is in the individual’s file, the prohibition from teleworking exists until the document is removed.
- If a permanent document is in the individual’s file, the prohibition is two years from the date of the event that caused the document to be created. At the end of that two year period, the supervisor, after consultation with the servicing Human Resource Officer, may allow the employee to telework or continue the prohibition until a future date.

Everyone else is eligible for telework. However, being eligible does not mean the supervisor will automatically approve participation in telework. Participation in telework depends on a number of things. These may include:

- Duties of the position; and
- Access/use of classified information, etc.

Based on a variety of factors, the supervisor may not allow the employee to participate in telework even though the employee is technically eligible. See the section Successful Telework Criteria for more information.

Employees must be notified of their eligibility to participate in telework within 60 calendar days of starting a new job. This requirement includes employees new to DOI or transfers within the Department or bureau.

Why Telework?

- Telework is an innovative management tool that provides employees with the opportunity to perform their duties at alternative worksites during an agreed portion of their workweek.
- Telework allows employees to balance work and home life.
- Telework reduces transit subsidy costs for bureau/offices, and the Department as a whole.
- Employees who telework are often more productive and generate better quality work due to the quiet environment where interruptions are minimized.
- Supervisors experience improved employee loyalty and commitment.
- Supervisors often report an increase in quality of work and cooperation from the teleworker in ensuring that office coverage is maintained. In short, employees want to perpetuate the benefit they have been afforded.
- Employees avoid difficult commutes to high-density urban areas reducing employee stress levels, which contribute to better employee health.
- Telework can reduce traffic congestion, emissions, and infrastructure impact in urban areas, thereby improving the environment.
- Telework helps supervisors to attract and retain high quality employees.
- Telework provides an opportunity to test the Continuity of Operations Plans (COOP) on an on-going, day-to-day basis.
- Supervisors can target specific demographics such as individuals with a disability.
- Technological advances enable supervisors to support the disabled employee with equipment that accommodates the individual's impairment, as well as permits flexibility in the location of the worksite.
- Employees who are injured, recuperating, and/or physically limited may be able to work at home and complete work assignments while minimizing time away from the job.

- Telework has been linked to reducing absenteeism, reducing training dollars by reducing employee turnover, as well as reducing parking and workspace issues in the office and associated long-term real estate costs.
- A robust routine telework program ensures a successful telework program during a pandemic or emergency situation.
- When combined with hoteling; telework results in tangible space savings by reducing the need for permanent, assigned workstations for all employees. Hoteling allows employees to schedule, and share work space (at either their telework site or at their permanent work location). But sharing space, facility-related costs are reduced.

Bureau/Office Telework Coordinators

Each bureau/office should designate a telework coordinator. The telework coordinator acts as the key contact for policy and program questions. The telework coordinator should be of sufficient position and grade as to allow them access to senior bureau officials and to speak with authority on the subject of telework. Employees and supervisors should maintain contact with their telework coordinator for support and assistance as well as to ensure they follow the Department's and bureau/office policy and procedures.

Bureau/office telework coordinators are responsible for record keeping, collecting telework data and submitting the data to the Office of Human Resources in order to meet the reporting requirements for the overall telework program.

Telework Training

Employees (and their supervisors) who have been regular teleworkers at the time of publication of this document are not required to recomplete telework training if they have completed telework training. All other teleworkers and supervisors who manage teleworkers are required to complete telework training before signing a telework agreement. Training for supervisors and employees is located in DOI Learn at: <http://www.doi.gov/doilearn/index.cfm>. Search the catalog for "Telework." DOI Learn serves as the DOI training registry. Employees must also complete annual information security training prior to teleworking.

Supervisors

- In order to reduce barriers that inhibit the use of this flexibility, supervisors may need to learn new or adjust current methods of leading to ensure the continued success of telework.
- The supervisor should establish clearly defined performance standards and use existing quality and quantity standards to evaluate work performance of a teleworker. Therefore, management for the teleworker remains the same as for employees in the traditional worksite in that performance is measured by results without daily, direct observation.
- The supervisor must provide teleworkers the same treatment/opportunities as non-teleworking employees (e.g., work assignments, awards and recognition, development opportunities, promotions).
- Supervisors will evaluate teleworkers consistent with the DOI performance management system found in 370 DM 430. The supervisor should ensure that work assignments are conducive to telework and measurable (e.g., assignments can be completed utilizing equipment available to employee at [alternate work site](#)).
- The supervisor must be an effective communicator and be able to clearly define tasks and expectations.
- The supervisor should be supportive of the concept and willing to work through minor problems or obstacles that may occur.
- Supervisors may need to maintain frequent contact with their bureau/office telework coordinator to ensure policy and procedures are properly applied and are aware of the full range of support and resources available. The supervisor shall treat employees equitably and fairly when implementing telework in their organization.
- Supervisors are responsible for identifying eligible and ineligible employees using Department and bureau/office criteria.
- Supervisors need to be cognizant of opportunities to achieve savings by monitoring and coordinating teleworker schedules to share space. Supervisors must be proactive in pairing employees in the same location with opposite schedules (one employee present when another is not) in order to optimize the use of reduced space.

- Maintain a signed copy of their employee's telework agreements.
- Report information as required by the bureau telework coordinator.

Successful Teleworker Criteria

- The employee demonstrates self-motivation, independence, and dependability in accomplishing work assignments.
- The employee works effectively in an isolated environment.
- The employee has good time management skills.
- The employee's overall performance evaluations are fully successful or higher.
- The employee's performance standards are clearly defined.
- The employee satisfies alternative worksite requirements, including availability of necessary equipment; privacy and lack of personal interruptions; security of sensitive, non-classified data; and confidentiality of Privacy Act information.
- The employee does not require close supervision or constant, face-to-face interaction with co-workers and customers to complete his/her assignments.
- The employee communicates well with the supervisor, co-workers, and customers enabling a relatively seamless transition from onsite to offsite.
- By teleworking, there is no diminishment of employee performance or agency requirements.

Positions Compatible for Telework

Not all positions are appropriate for telework. Some positions can be restructured to permit work at an alternative workplace by separating the tasks that can be completed at an alternative location from those that must be performed at the official duty station. The tasks suitable for performance at an alternative workplace could be combined and performed during a full work day at the alternative workplace. Positions compatible for telework may have the following characteristics:

- Specific work activities that are portable and can be performed as effectively outside the office such as writing, data analysis, reviewing or editing proposals or reports, and telephone-intensive tasks.
- Performance can be judged either through quality and timeliness of assignments or quantity of tasks completed or a combination of these factors.
- Face-to-face contact with other employees and clients is predictable or contact can be managed through telephone or e-mail communication.
- Other employees in the primary office are not impacted by the physical absence of the teleworker, including personal interaction requirements and files taken to the telework site.
- The technology and equipment needed to perform the job offsite is available or can be adjusted for use on the days when the employee is in the primary office.
- Cyclical work does not present a problem.
- Data security and confidentiality including sensitive, non-classified, and Privacy Act information can be adequately assured.
- If tasks require contact with other employees or customers, those tasks can be performed efficiently via telephone, e-mail, or similar electronic means.
- Access to necessary reference materials is available to the employee electronically.
- Travel requirements for the position have been identified and anticipated. For example, trips may begin or end at the telework site rather than the employee's parent organization's location.

Telework Checklist

As employees prepare to telework they should assess their needs in order to be as productive as possible while working remotely. The following questions should be considered by employees preparing to telework:

- What files or other documents will I need to take with me when I leave my regular workplace the day before teleworking?

- What equipment will I need to take with me?
- Do I have the required property passes, if applicable, to remove equipment from the official duty station?
- Have I forwarded my office telephone or changed my telephone greeting to receive calls at my telework site?
- What other steps should I take before I leave my office?
- In the case of emergency telework, what should I have available at all times at my home office to be functional without coming to the duty site to retrieve materials?

Telework Denials and Termination

Telework requests may be denied and agreements may be terminated at any time by the supervisor or the employee with the approval of the supervisor. Denial and termination decisions by the supervisor must be based on business needs or performance, and not personal reasons. If staffing issues lead to inadequate coverage in the office, the telework agreement may be rescinded. Denials should be provided in a timely manner to employees. Written denials and terminations must be given to employees and kept by supervisors and must include the reason the agreement was denied or terminated. Copies of the denial/termination should be provided to the bureau/office Telework Coordinator and the appropriate servicing Human Resources Office. Timekeepers should be notified of the termination.

Employees who have been officially disciplined for being absent without permission for more than five-days in any calendar year or viewing, downloading, or exchanging pornography on a government computer or while performing official government duties are not eligible to telework.

Bargaining unit employees may file a grievance about the denial or cancellation of a telework agreement through the negotiated grievance procedure if there is a collective bargaining provision to that effect. Employees may contact their servicing Human Resources Office for their specific situation. Employees that are not in a bargaining unit may file a grievance under the provisions of the administrative grievance procedures which can be found in 370 DM 771.

Telework Locations

Telework locations are important considerations when evaluating a telework arrangement. The two most common options are teleworking at home or from a telework center.

Working at Home

Employees are allowed to work at home in a space where the employee can perform official work duties. Working from home requires the employee to understand that:

- They must ensure dependent care requirements are addressed so arrangements are in place and do not interfere with or impede the employee's ability to work.
- Work-at-home telework may increase the employee's home utility costs. The Department assumes no responsibility for any operational costs associated with the employee's home residence, including home maintenance, insurance, or utilities.
- They may incur additional expenses. Bureaus/offices may choose to pay for part or all of the teleworker's internet connections or phone lines if the employee volunteers to telework. Any additional costs to the teleworker are usually offset by the savings the employee realizes by reducing the cost of their weekly commute to the traditional worksite.
- They are expected to use their time performing official duties as if they were in the normal work setting. Regarding the alternative workplace in a residence, employees must:
 - Maintain a safe alternative workplace at their home that complies with Federal Occupational Safety and Health Administration (OSHA) standards found at: http://www.osha.gov/SLTC/etools/computerworkstations/wkstation_enviro.html (If the link is unavailable, contact your servicing Human Resource Office for the latest guidance.)
 - Immediately report to their supervisor any job-related incident that results in or has the potential to cause injury, illness, or property damage, and complete any required forms.
 - Keep personal disruptions (e.g., non-business telephone calls and visitors) need to be kept to a minimum during duty hours.

- Teleworkers must have a designated workspace for performance of their work-at-home duties. Requirements will vary depending on the nature of the work and the equipment needed to perform the work. At a minimum, an employee should be able to easily communicate by telephone.
- The supervisor may inspect the home office for compliance with safety requirements when deemed appropriate. A supervisor may deny an employee the opportunity to participate or may rescind a Telework Agreement based on safety problems in the home. Inspections will be by appointment only.

Telework Centers and Hoteling

Employees may work at a telework center or an office near the employee's home, in space owned or leased by one or more agencies. Satellite center employees work at these locations primarily because it is close to their home, not necessarily because they belong to the same work unit. Some considerations for a telework center include:

- On-site technical support and full resources are generally provided.
- Telework centers generally provide more traditional work structure.
- Maintains a clear delineation of work and home life.
- There is usually a monthly/yearly cost associated with use of a telework center which the bureau/office will be required to pay.

Hoteling is a method of supporting unassigned seating in an office environment. Hoteling is *reservation-based* unassigned seating. Hoteling refers to "shared" workstations, which consist of a work surface, computer, and telephone, and are for use by employees who are working temporarily or part time in a specific place and/or on a specific project or who work in an environment where employees have flexible hours. They are generally located within an existing office environment, so that users have access to other equipment such as copiers, printers, and fax machines.

For teleworkers who are full-time or close to full-time at remote locations, hoteling may be possible. Shared space can be set aside so teleworkers have access to necessary resources (computers, phones, etc.) when they are on-site, but they may not require a permanent office or even desk assignment. A large number of these hoteling teleworkers can share a space, as long as this space is managed effectively.

Each bureau/office must establish its own policy on hoteling, if utilized, ensuring that teleworkers in the hoteling arrangements have access to necessary equipment and information, including files (paper and electronic, as needed), phones, voice mail, e-mail, shared and individual calendars; ensuring that teleworkers in the hoteling space have adequate privacy to accomplish their duties; and coordinating the schedules of hotelers to: 1) manage the shared space and equipment efficiently, and 2) ensure that supervisors and co-workers are aware of where they are and how they can be contacted.

Telework Tour of Duty

Employees may work standard, flexible, or compressed schedules, depending upon the Alternate Work Schedule (AWS) agreement between the employee and the supervisor. Employees working an AWS schedule will follow the rules and procedures laid out in the AWS agreement.

- The supervisor and the employee may select the work-at-home day(s) together. There are no limits on the number of telework days vs. in-office days per week. If the official duty station is changed, employees must understand the possible implications.
- A Telework Agreement approved in writing by the supervisor must be in place. Unstructured arrangements where employees work at home at will are not permitted.

Bureaus and Offices may adopt a flexible approach in developing optimum arrangements for employees. Likewise, supervisors reserve the right to require employees to report to the Official Duty Station on scheduled telework days, based on operational requirements.

Official Duty Station

Certain location-based pay entitlements (such as locality payments, special rate supplements, and non-foreign area cost-of-living allowances) are based on the location of the employee's official worksite associated with the employee's position of record. The official worksite generally is the location where the employee regularly performs his or her duties. If the employee's work involves recurring travel or the employee's work location varies on a recurring basis, the official worksite is the location where the work activities of the employee's position of record are based, as determined by the employing bureau/office, subject to the requirement that the official worksite must be in a locality pay area in which the employee regularly performs work. A bureau/office must document an employee's official worksite on the employee's

Notification of Personnel Action (Standard Form 50 or equivalent). (See "Duty Station" blocks 38 and 39 of the Standard Form 50 showing the City/Town, County, and State in which the official worksite is located.)

Bureaus/offices must determine and designate the official worksite for an employee covered by a telework agreement on a case-by-case basis using the following criteria:

- The official worksite for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to that regular worksite.
- In the case of a telework employee whose work location varies on a recurring basis, the employee need not report at least twice each biweekly pay period to the regular worksite established by the bureau/office as long as the employee is performing work within the same geographic area (established for the purpose of a given pay entitlement) as the employee's regular worksite. For example, if a telework employee with a varying work location works at least twice each biweekly pay period on a regular and recurring basis in the same locality pay area in which the established official worksite is located, the employee need not report at least twice each biweekly pay period to that official worksite to maintain entitlement to the locality payment for that area.
- The official worksite for an employee covered by a telework agreement who is not scheduled to report at least twice each biweekly pay period on a regular and recurring basis to the regular worksite is the location of the telework site (i.e., home, telework center, or other alternative worksite), except in certain temporary situations, as explained below.

In certain temporary situations, a bureau/office may designate the location of the regular worksite as the official worksite of an employee who teleworks on a regular basis at an alternative worksite, even though the employee is not able to report at least twice each biweekly pay period on a regular and recurring basis to the regular worksite. The intent of this exception is to address certain situations where the employee is retaining a residence in the commuting area for the regular worksite but is temporarily unable to report to the regular worksite for reasons beyond the employee's control.

The fact that an employee may receive lesser pay or benefits if the official worksite is changed to the telework location is not a basis or justification for using this temporary exception. A key consideration is the need to preserve equity between the telework employee and non-telework employees who are working in the same area as the

telework location. Also, the temporary exception should generally be used only in cases where the employee is expected to stop teleworking and return to work at the regular worksite in the near future, or the employee is expected to continue teleworking but will be able to report to the regular worksite at least twice each biweekly pay period on a regular and recurring basis in the near future. Examples of appropriate temporary situations include:

- Recovery from an injury or medical condition;
- Emergency situations preventing an employee from regularly commuting to the regular official worksite, such as during Continuity of Operations events, public health emergencies, severe weather situations, and other emergency situations where employees may not be able to work from their normal worksite. For instance, in the aftermath of a hurricane or flood, an employee may be forced to temporarily relocate, making commuting to the regular worksite twice each biweekly pay period on a regular and recurring basis not possible. If the employing bureau/equivalent office sets up telework arrangements for the employee, a temporary exception to the twice-a-pay-period requirement would be appropriate;
- An extended period of approved absence from work (e.g. paid leave);
- A period during which the employee is in temporary duty travel status away from the official worksite; or
- A period during which an employee is temporarily detailed to work at a location other than a location covered by a telework agreement.

An exception is not appropriate in all situations. For example, the bureau/office should designate the employee's telework site as the official duty station in situations such as the following:

- An employee is hired under a temporary or time-limited appointment and is authorized to telework, but the employee is never scheduled to work at, or report at least twice each biweekly pay period to, the regular worksite (or expected to do so in the near future); or
- An employee changes his or her place of residence to a distant location where commuting at least twice each biweekly pay period on a regular and recurring basis to the regular worksite is not possible (i.e., the employee no longer has a residence in the commuting area for the regular worksite and thus cannot reasonably be viewed as being part of the local labor market for the regular worksite).

Time and Attendance Certification

Proper monitoring and certification of employee work time is critical to the success of the program. Supervisors must certify employee time and attendance to ensure that employees are paid only for work performed and that absences from scheduled tours of duty are accounted for correctly by the employee. The procedures for entering telework hours worked into Quicktime can be found in Appendix 3 of this handbook.

- Absence and Leave: An employee's participation in the telework program does not alter the governing rules, regulations, and policies concerning attendance, leave, and overtime.
- Telework Schedule: Teleworking provides eligible employees with an opportunity to work at an alternative location on a recurring basis (core) or an irregular basis (situational). Teleworkers will maintain hours of duty consistent with their bureau/office policies and documented in their Telework Agreement.
- Core Telework Schedule: Identifies the specific days each week, pay period, or month during which the employee will perform work at the alternative workplace.
- Situational Telework Schedule: Employee and supervisor may agree beforehand when a teleworker is to work at an alternative work-site or situational telework may take place during emergency conditions where no such schedule can be determined beforehand.
- Overtime: Employees may be compensated for overtime, Sunday, holiday or night work performed only with a supervisor's advance approval.

Fair Labor Standards Act (FLSA)

The existing regulations in title 5 U.S.C. and the FLSA governing overtime also apply to telework.

- Overtime is time worked at official duties in excess of the scheduled tour of duty that is ordered and approved by the supervisor in advance of that work.
- Supervisors should ensure that the employee's Telework Agreement includes a prohibition to working overtime or for other premium pay that has not been approved in advance by the supervisor.
- It is the responsibility of the supervisor to regulate and control the use of overtime.

- Employees are responsible for requesting, in advance, approval to work in excess of their normal hours of duty. This is particularly important when employees are working at a remote site without direct supervisory oversight.
- Supervisors must ensure only the work for which it intends to make payment is performed and clear instructions about overtime work and approval requirements should be provided to participating employees.
- Non-exempt teleworkers who work in excess of the hours approved by their supervisor should be counseled, and if the behavior continues, their Telework Agreement should be cancelled and management will consult with their servicing Human Resources Office regarding appropriate action to address this misconduct.
- If requested and approved in advance, employees can extend their work hours to accrue religious compensatory time. Employees must fulfill all the requirements for eligibility for religious compensatory time.

Labor-Management Relations

Federal employee unions have a right to negotiate on programs that affect bargaining unit employees' conditions of employment. This right extends to telework. The Office of Personnel Management has consulted on telework with the national offices of Federal employee unions and the Department has fulfilled consultation requirements with the unions that have National Consultation Rights at the Department level (American Federation of Government Employees (AFGE), National Federation of Federal Employees (NFFE) and Federation of Indian Service Employees (FISE). Each bureau or office must ensure that they fulfill all bargaining obligations prior to implementing or changing their telework programs.

Administrative Leave and Emergency Dismissals

Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain unchanged. The ability to conduct work, whether at home, in the office, or at a telework center determines when an employee may be excused from duty. For example, if the employee is working at home and the main office closes for reasons that do not impact the teleworker, the teleworker will continue working at home.

In a situation such as when an employee's electricity fails while working at home, the supervisor should determine the appropriate action on a case-by-case basis. The supervisor may:

- Require the employee to report for work at the traditional worksite;
- Grant administrative leave, particularly if the Government has shutdown due to inclement weather;
- Offer the teleworker the option to take annual leave, earned compensatory time off or earned credit hours under flexible work schedules.

When an employee knows in advance of a situation that would preclude working at home, they should report to the office or request leave.

Emergency Closures

Employees with telework agreements can be required to work during emergency closures even if that day is not a regular telework day or a day with specific approval for situational/episodic telework. If a bureau/office chooses to require an employee to telework during emergency closures on a regular telework day or on any day when the bureau/office is closed by an emergency, the requirement should be included as part of the employee's Telework Agreement. On a case-by-case basis, a bureau/office may excuse a telework employee from duty during an emergency if: the emergency adversely affects the telework site, the teleworker is unable to access the alternative telework center, the teleworker faces a personal hardship during the emergency (the inability of telework center teleworkers to get to the centers, etc.) that prevent him or her from working successfully, or the teleworker's duties are such that he or she cannot continue to work without contact with the regular worksite. If the teleworker cannot find child care because of the emergency, the supervisor may approve leave.

Employees may consult the "Excused Absences in Emergency Situations," Personnel Bulletin for more information. The document can be found at:
<http://www.doi.gov/hrm/guidance/PB%2010-05.pdf>.

If the link is unavailable, contact your servicing Human Resource Office for the latest guidance.

Washington, DC Area Closures

DOI employees that work in the Washington Metro area follow the OPM guidelines found in the "Washington, DC, Area Dismissal and Closure Procedures Handbook." The Handbook is found at: <http://www.opm.gov/oca/compmemo/dismissal.pdf>

If the link is unavailable, contact your servicing Human Resource Office for the latest guidance.

Ethics and Standards of Conduct

Employees who telework must:

- Comply with Federal and Department regulations, policies, and procedures for standards of conduct. Failure to comply may result in termination of the Telework Agreement and disciplinary action for misconduct;
- Use government owned equipment for official purposes as outlined in the Department's Limited Use policy; and
- Complete IT Security Awareness training annually

Dependent Care

The telework program is not intended to reduce dependent care costs or serve as a substitute for child care, day care, elder care, or any other type of dependent care. Employees who have small children or adults that require supervision must arrange to have day care or other appropriate dependent care during the work day. Personal distractions such as non-business telephone calls and visitors must be kept to a minimum. However, telework may reduce dependent care costs by reducing the number of hours of care necessary due to time saved commuting. In some cases, it could eliminate the need for before or after school daycare as long as work hours are not used to provide that care.

The opportunity to participate in the DOI Telework Program is offered only with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g., dependent care arrangements are made so as to not interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.). The employee and his/her family should understand that the home office is just that, a space set-aside for the employee to work. Family responsibilities must not interfere (to the extent they are controllable with work time at home.)

Accommodating Disabled Employees

The DOI Telework Program may be used to allow employees to recuperate from a work or non- work related medical condition that is not a disability or to provide reasonable accommodation for nonqualified employees. This includes employees who have partially recovered from work-related or other injuries/illnesses and who can

perform work on a full or part-time basis from an alternative workplace. When appropriate, employees may be provided reasonable accommodations through telework in accordance with Section 501 of Rehabilitation Act of 1973 as amended (29 U.S.C. 791) more information on accessibility can be found at : <http://www.doi.gov/accessibility.cfm>.

If the link is unavailable, contact your servicing Human Resource Office for the latest guidance.

Safety

Occupational Safety Health Administration (OSHA) rules govern Federal employee workplace safety. The designated home office work area is the only area in the employee's residence that is subject to the Government's potential exposure to liability. The employee must complete a self-certification safety checklist to certify that the work area is safe in accordance with OSHA standards. Management may deny an employee the opportunity to participate in telework or may rescind a Telework Agreement based on safety problems in the home office. With advance notice of at least 24 hours, the supervisor or designee has the right to inspect the alternative workplace before the telework arrangement begins and at periodic intervals during the telework arrangement to ensure that the proposed workplace is safe and fully functional.

Employees must immediately report any work-related accident occurring at the telework site and provide the supervisor with all relevant medical documentation related to the accident. It may be necessary for a bureau/office representative to access the home office to investigate the report.

Teleworkers and/or the bureau/office need to ensure the telework site has an appropriate telework space, with ergonomically correct chair, desk and computer equipment.

Workers' Compensation

Teleworking employees are covered by the Federal Employees' Compensation Act (FECA), and may qualify for continuation of pay or workers' compensation for an on-the-job injury or occupational illness.

- The supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know as to whether the event occurred at a

conventional work site or at an alternative work site (e.g., home or a telework center) during official duty.

- Under normal circumstances, supervisors are often not present when an employee sustains an injury.
- Employees, in all situations, are responsible for informing their immediate supervisors of an injury at the earliest time possible. They must also provide details to the Department of Labor when filing a claim and input any such claim into the Safety Management Information System (SMIS). It is also essential for a supervisor to require the employee to designate one area in the home as the official workstation. The Government's potential exposure to liability is restricted to the designated area.
- Telework arrangements can help to put injured employees back to work and off the compensation rolls. The bureau/office may wish to determine which employees currently on the compensation rolls might be able to perform some portion of their work at home. Accommodations of special equipment or restructuring assignments may enable an employee to resume work and terminate workers' compensation.

Travel

Travel provisions that apply to employees working at their official duty stations also apply to employees who telework. When an employee's workplace has been designated his/her official duty station (e.g., he/she teleworks full-time from home or a location outside of the local commuting area where their organization is located), the employee's bureau/office is responsible for all work-related travel time and costs outside his/her normal commuting time to the telework site-including travel to the location of the employee's organization.

Continuity of Operations (COOP)

Telework can play a vital role in helping the Federal Government preserve its essential functionality during Continuity events, public health emergencies, severe weather situations, and other emergency situations where employees may not be able to work from their normal worksite. Teleworkers and their managers/supervisors should discuss the implications of an unexpected emergency with their managers/supervisors at the time they enter into a telework agreement. Teleworkers should be knowledgeable about their roles and responsibilities during COOP operations and other emergency situations, including:

- When and how to report their individual telework status to their manager/supervisor or bureau/office human resources representative.
- How to continue receiving work assignments from their manager/supervisor, if necessary.

During continuity operations and other emergency situations, teleworkers should continue to perform their duties, if so instructed by their managers, and if the DOI infrastructure continues to support telework capabilities. Teleworkers should expect to receive instructions from a manager/supervisor soon after an emergency situation is declared. A serious disruption at the Interior Complex may require employees on part-time telework status to assume a full-time telework status. Teleworkers should maintain normal working hours during emergencies, unless otherwise directed by a manager/supervisor.

If a disruption affects DOI's ability to support telework agreements, such agreements may be terminated. Employees would be required to report to an established DOI on-site work facility if needed.

DOI bureaus/offices may determine their own COOP telework policies as appropriate according to 370 DM 226.

Supervisor COOP Responsibilities

- Understand the Department and bureau/equivalent office COOP plan and management roles in executing the plan with regards to telework.
- Notify employees designated as essential personnel for Continuity of Operations (COOP) and integrate COOP expectations into telework agreements as appropriate.
- Communicate expectations both to COOP and non-COOP employees regarding the use of telework during emergencies.
- Allow identified personnel who might telework in case of an emergency to telework regularly to ensure functionality.

Teleworker COOP Responsibilities

- Maintain a current telework agreement detailing any COOP responsibilities as appropriate.

- Practice telework regularly to ensure effectiveness.
- Be familiar with agency and workgroup COOP and individual expectations during COOP events.

Appendix I: Telework Agreement

The telework agreement is critical to the successful implementation of telework. The agreement creates a binding document that lays out the expectations of the employee and supervisor within Department and bureaus/offices policies and/or procedures and, if applicable, collective bargaining agreements.

The supervisor and teleworker, should work together to create the telework arrangement and must sign a Telework agreement after required training is completed. In the initial stages of telework, updates to the telework schedule may need to be made after the first few months of teleworking. Employees and supervisors should update and sign the agreement as circumstances change, ideally at least once a year. Supervisors will keep a copy of the current signed telework agreement. In addition, Bureaus and staff offices may require that a copy of the signed telework agreement be submitted to the servicing Human Resources Office.

Telework agreements **should** be reviewed annually to ensure circumstances have not changed that were in place when the agreement was first signed.

A PDF, Fill and Save version of the telework agreement (DOI Form 3457) is available at: http://www.doi.gov/nbc/formsmgt/forms/DI_3457.pdf If the link is unavailable, contact your servicing Human Resource Office for the latest guidance.

The following document is a telework agreement. **Bureaus and offices may supplement, but are not allowed to delete requirements from this agreement.**



U.S. Department of the Interior Telework Agreement

The following constitutes the terms and conditions required by the Department of the Interior to establish the necessary assignments, requirements, procedures, and signatures for teleworking.

Employee

Last Name | First Name | Middle Initial

Title

Series/Grade

Bureau/Office

Telework Type (Circle or Check)

Core | Situational | Trial

Designation under Temporary or Emergency Situation (Circle or Check)

Emergency | Mission Critical

Each of the elements below must be read and understood by both the supervisor and the employee. Employees and supervisors are encouraged to sit down together to go through the following elements so each individual understands the other's expectations. Definitions of the elements below can be found in the attachment to this sample agreement.

Element Number	Supervisor Initials	Employee Initials
Element 1: Participation		
Element 2: Salary and Benefits		
Element 3: Duty Station and Alternative Workplace		
Alternate Work Place #1 Details		
Address :	Phone (H):	
	Phone (C):	

Fax Number:		Alternate E-mail Address: (Personal E-mail Address)			
Alternate Work Place #2 Details Address:		Phone (H): Phone (C):			
Fax Number:		Alternate E-mail Address: (Personal Internet Address)			
Element Number	Supervisor Initials	Employee Initials			
Element 4: Official Duties					
Element 5: Tour of Duty Trial					
If Supervisor agrees to a trial Tour of Duty, please indicate the months the trial will last and the days the teleworker will work from an alternative site. Indicate the date in which the trial will terminate:					
Element 6: Days of Work: If employee works core telework, please indicate the days the participant shall telework.					
Pay Period Week 1	M	T	W	TH	F
Pay Period Week 2	M	T	W	TH	F
Element 7: Time and Attendance					
Element 8: Changes to Telework					
Element 9: Leave					
Element 10: Overtime					
Element 11: Equipment					
Element 12: Security Level					
Element 13: Records Management Considerations					
Element 14: Work Area and Liability					
Element 15: Workplace Inspection					
Element 16: Alternative Workplace Costs					
Element 17: Safety and Workers' Compensation					
Element 18: Work Assignments/Performance Standards					
Element 19: Standards of Conduct					

Element 20: Disciplinary Actions		
Element 21: Termination of Telework Agreement		
Element 22: COOP Requirements		
Element 23: Pandemic/Emergency Closure Requirements		
Element 24: Data Protection		
<p>The effective date of this Telework Agreement is: _____ By signing this agreement, the employee and supervisor certify any required training has been completed.</p>		
Employee's Signature	Date:	
Supervisor's Signature	Date:	
Employee and Supervisor are each required to keep a copy on file.		
If telework agreement was denied, Please indicate the reason/s:		
Eligible for reconsideration: (Check Box)		
Yes when above conditions are addressed		No

Telework Agreement Attachment

1. Participation

Employee agrees to work at the bureau/office approved alternative workplace indicated below (see No. 3) and to follow all applicable policies and procedures. Employee recognizes the telework arrangement is not an employee entitlement but an additional method the bureau/office may approve to accomplish work.

2. Salary and Benefits

The employee understands his/her salary and benefits remain the same as those at his/her official duty station.

3. Duty Station and Alternative Workplace

The employee understands that his/her official duty station remains _____ and that all pay, leave, and travel entitlements are based on the official duty station.

The employee's approved alternative workplace is:

Address:

Phone Number:

Fax Number:

Cell Phone Number:

Alternate E-mail Address:

(Personal E-mail Address)

GSA Telework Center Location:

4. Official Duties

Unless otherwise instructed, employee agrees to perform official duties only at the official duty station or Bureau/Office-approved alternative workplace. Employee agrees not to conduct personal business (e.g., caring for dependents or making home repairs) while in official duty status at the alternative workplace. The Supervisor may choose to attach a general list of duties expected to be performed at the general work site.

5. Tour of Duty Trial

Employee and First-Line Supervisor agree to try the telework arrangement for no more than months unless unforeseeable difficulties require earlier cancellation.

6. Days of Work

Core: Employee agrees to telework the days indicated on the table during the pay period.

Situational: If telework is situational (medical telework may be considered situational) the approving bureau/office must follow its applicable procedures for approval of specific days/hours at the alternative workplace.

7. Time and Attendance

The bureau/office agrees to ensure the teleworking employee's timekeeper has a copy of the employee's work schedule. The supervisor agrees to certify biweekly the time and attendance for hours worked at the alternative workplace in the same manner as if the employee reported for duty at the official duty station. The employee will be required to self-certify time and attendance in a format determined by the supervisor.

8. Changes to Telework

Employees who telework must be available to work at the official duty station on their telework day(s), normally with a one-day notice, when management makes a determination their presence is required. The teleworkers may request to telework on an alternative day when they are required to report to the official duty station.

Requests by the employee to change his/her scheduled telework day in a particular week or biweekly pay period must be submitted in advance and approved by management.

A permanent change in the telework arrangement requires a new Telework Agreement.

9. Leave

Employee agrees to follow established office procedures for requesting and obtaining approval of leave.

10. Overtime

Employee may work overtime for pay only when overtime is scheduled and approved in advance by his/her supervisor. Employee understands there is no compensation for unauthorized overtime work. Administrative or disciplinary action may result if the employee performs unauthorized overtime work.

11. Equipment/Supplies

The bureau/office will assess the equipment needed for the employee to accomplish his/her job and determine whether such equipment needs to be supplied to the employee or whether employee-owned equipment can be used. The bureau/office agrees to service and maintain any GOE issued to the telework employee, provide the employee with all necessary office supplies, and reimburse the employee for business-related long distance phone calls.

Employee agrees to protect any Government-owned equipment, use the equipment only for official purposes, report any malfunctions in Government-owned equipment to the supervisor, and to bring such equipment to the official duty station for maintenance and/or repairs if necessary.

12. Security: The policy in Appendix 5 applies.

13. Records Management: The policy in Appendix 5 applies.

14. Work Area and Liability

If the alternative workplace is the teleworking employee's home, he/she agrees to designate one area in the home as the official work or office area for performance of official duties. The employee understands the home office is an area set aside for work, and telework shall not be treated as an opportunity to conduct personal business.

The designated home office work area is the only area in the employee's home subject to the Government's potential exposure to liability. The employee must complete a self-certification safety checklist to certify the work area is safe in accordance with Federal Occupational Safety and Health Administration (OSHA) standards. The employee understands the Government will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

15. Workplace Inspection

The employee agrees to grant bureau/office representatives access to the alternative workplace during the employee's normal working hours with prior notice of at least 24 hours to ensure proper maintenance of Government-owned property and conformance with safety standards, as necessary.

16. Alternative Workplace Costs

The employee understands the Government will not be responsible for any operating costs associated with the employee using his/her home as an alternative workplace such as home maintenance, insurance, or utilities. The employee understands he/she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations (e.g., work-related long distance phone calls).

17. Safety and Workers' Compensation

The Employee understands he/she is covered by the Federal Employees' Compensation Act (FECA) for injuries and work-related illnesses sustained while performing official Government duties at the official duty station or the alternative

workplace. The employee agrees to notify the supervisor immediately of unsafe and/or unhealthful conditions and practices at the alternative workplace and personal conditions (physical or mental) that adversely affect his or her ability to perform work in a safe and healthful manner.

The employee agrees to report to his/her supervisor immediately any job-related incident that results in or has the potential to cause injury, illness, or property damage and to complete any required forms. The supervisor accepts the responsibility to investigate the incident immediately and to complete and submit a safety report to the bureau/office safety supervisor. Where internet access is available, the supervisor will enter the report of the incident in the Department's Safety Management Information System (SMIS) at the Web address <http://www.smis.doi.gov>.

If the link is unavailable, contact your servicing Human Resource Office for the latest guidance.

18. Work Assignments/Performance Standards

Teleworking will seldom require major changes in position descriptions or performance standards. The employee agrees to satisfactorily complete all assigned work in accordance with procedures, guidelines, standards, and elements in the employee performance plan issued by the supervisor.

The employee agrees to provide regular reports if required by the supervisor for evaluating performance. The employee understands a decline in performance to less than fully successful may be grounds for canceling the alternative workplace arrangement. The bureau/office agrees to ensure the employee is properly notified of job-related training, conferences, workshops, office meetings, etc as needed.

19. Standards of Conduct

While working at the alternative workplace, the employee agrees he/she continues to be bound by all conduct and ethics statutes, regulations and policies that would apply while working at the official duty station.

20. Disciplinary Actions

Nothing in this agreement precludes the bureau/office from taking any appropriate disciplinary or adverse action against employees for any conduct issues including issues associated with telework such as failure to comply with terms and conditions of the Telework Agreement as well as other misconduct or abuse.

21. Termination of Telework Agreement

The employee understands he/she may voluntarily terminate participation in the telework program at any time with the approval of their supervisor. The employee also understands the bureau/office—following applicable administrative or negotiated

procedures—may suspend the Telework Agreement and the supervisor may require the employee to resume working at the official duty station.

Suspension of a Telework Agreement could be for such circumstances as the following:

- The arrangement no longer meets the Bureau/office's needs.
- The employee does not conform to the terms of the teleworking agreement (e.g., performance standards are not met or conduct is unacceptable).
- Costs of the Agreement become impractical.
- Reassignment causes a change in workload.
- Office vacancies/coverage issues warrant employee's presence at the official duty station.

22. COOP Requirements

The supervisor specifies in the telework agreement employee expectations during a COOP crisis. If the employee is designated as essential personnel, the employee agrees to telework regularly to ensure functionality.

23. Pandemic/Emergency Closure Requirements

The supervisor identifies and communicates what the employee's expectations will be in the event of a pandemic, emergency closure (including weather related closures).

Appendix 2: U.S. Department of the Interior Work-At- Home Telework Safety Checklist Employee Certification

The following checklist is designed to assess the overall safety of the alternative workplace. Each telework employee should read and complete this self-certification safety checklist. Upon completion, the checklist should be signed and dated by the participating employee and returned to his/her immediate supervisor. Both the supervisor and employee should retain a copy of this certification for their records.

Employee Name		Title	
Bureau/Equivalent Office Supervisor's Name			
Home Address	City and State		Zip Code
Telephone (Home)	Telephone (Work)	Telephone (Cell)	
Title		Series, Grade	
Describe worksite in home:			
I believe the Safety Checklist below is accurate and my home is a reasonably safe place to work. Employee Signature and Date:			
Supervisor Signature and Date			

LIST OF ITEMS/CONDITIONS TO INSPECT – Check Yes, No, or Not Applicable (N/A) as appropriate	YES	NO	N/A
1. Is the workspace free of asbestos-containing materials?			
2. If asbestos-containing material is present, is it undamaged and in			

good condition?			
3. To the extent it can be determined, is the work area free of indoor air quality problems?			
4. Is the space free of noise hazards?			
5. Are temperature, noise levels, and lighting adequate for your normal level of job performance?			
6. Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls or doorways, exposed wires fixed to the ceiling, missing ground prongs on plugs, etc.)?			
7. Will the building's electrical system permit the grounding of electrical equipment?			
9. Are file cabinets and storage closets arranged so drawers and doors do not open into hallways or exit ways?			
10. Are the phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?			
11. Is there a smoke detector in or near the work area?			
12. Is adequate ventilation present for the desired occupancy?			
13. Do chairs have any loose casters or wheels?			
14. Are the rungs and legs of chairs sturdy?			
15. Is the office space neat, clean, and free of excessive amounts of combustibles?			
<p>NOTE: Employees are responsible for informing their supervisors of any significant change to work area or space. Safe workspace guidelines can be found at: http://www.osha.gov/SLTC/etools/computerworkstations/index.html</p> <p>If the link is unavailable, contact your servicing Human Resource Office for the latest guidance.</p>			

Appendix 3: Tracking Telework through Quicktime

Employees and timekeepers who use Quicktime should use it to keep track of hours that were used teleworking. First, the servicing Human Resources Office should indicate in FPPS that an employee has a signed telework agreement. The timekeeper must change the employee’s profile to indicate he/she is approved to telework. Then, when completing the timesheet, the employee or timekeeper should click the cursor in the Telework Indicator (TI) column (to the right of the Account Number – see Figure 1, below) to access the Telework Indicator Codes. Choose the appropriate code (See Section 4, below) to indicate the type of telework worked that payroll period and the corresponding number of hours.

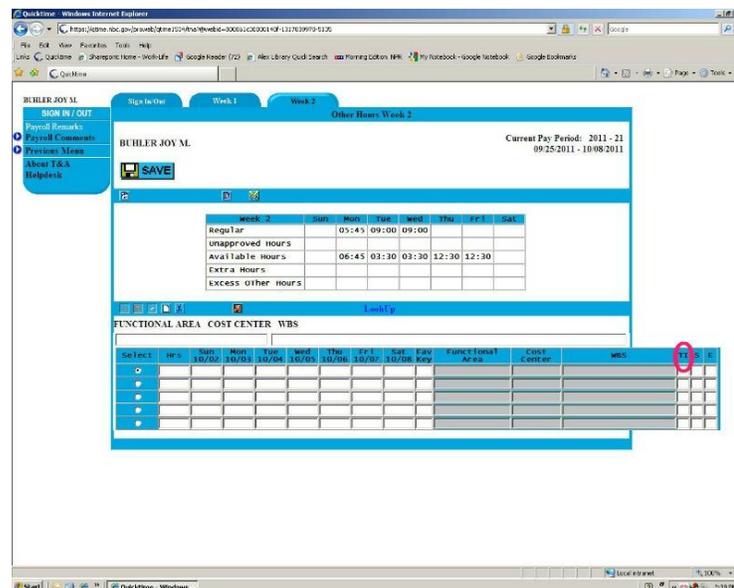


Figure 1 - Telework Indicator (TI) Column

Figure 2 shows the list of Telework Indicator Codes, which are indicated by a specific uppercase letter. The list that follows Figure 2 outlines the definitions for these codes. The Telework Indicator Code is to be used by employees or timekeepers in the Quicktime system to indicate the employee’s particular telework status attributed to the specific number of hours during that payroll period.

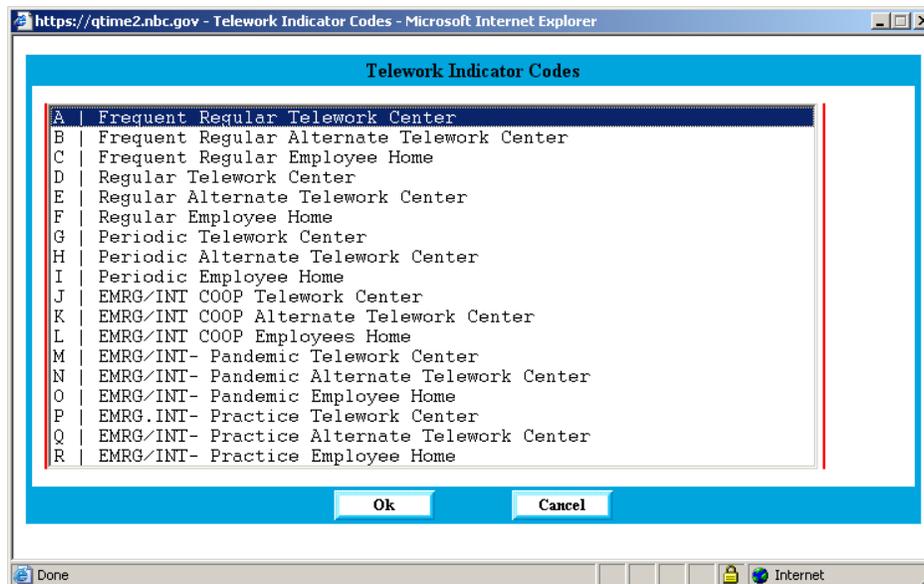


Figure 2 - Telework Indicator Codes

- A - Frequent Regular Telework Center. Employee teleworks at an established telework center at least 3 days per week on a regular, recurring basis.
- B - Frequent Regular Alternate Telework Center. Employee teleworks at a work site other than an established telework center at least 3 days per week on a regular, recurring basis.
- C - Frequent Regular Employee Home. Employee teleworks at home at least 3 days per week on a regular basis.
- D - Regular Telework Center. Employee teleworks at an established telework center at least 1-2 days per week on a regular, recurring basis.
- E - Regular Alternate Telework Center. Employee teleworks at a work site other than an established telework center at least 1-2 days per week on a regular, recurring basis.
- F - Regular Employee Home. Employee teleworks at home at least 1-2 days per week on a regular reoccurring basis.
- G - Periodic Telework Center. Employee teleworks at an established telework center less than once per week, but at least once a month.
- H - Periodic Alternate Telework Center. Employee teleworks at a work site other than an established telework center less than once per week, but at least once a month.

- I - Periodic Employee Home. Employee teleworks at home less than once per week, but at least once a month.
- J - EMRG/INT COOP Telework Center. For continuity of operations (COOP) purposes, employee teleworks at an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- K - EMRG/INT COOP Alternate Telework Center. For continuity of operations (COOP) purposes, employee teleworks at a work site other than an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- L - EMRG/INT COOP Employee Home. For continuity of operations (COOP) purposes, employee teleworks at home on an emergency/intermittent basis for a period of not more than 30 days.
- M - EMRG/INT Pandemic Telework Center. Due to a designated pandemic, employee teleworks at an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- N - EMRG/INT Pandemic Alternate Telework Center. Due to a designated pandemic, employee teleworks at a work site other than an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- O - EMRG/INT Pandemic Employee Home. Due to a designated pandemic, employee teleworks at home on an emergency/intermittent basis for a period of not more than 30 days.
- P - EMRG/INT Practice Telework Center. Employee teleworks at an established telework center for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.
- Q - EMRG/INT Practice Alternate Telework Center. Employee teleworks at a work site other than an established telework center for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.
- R EMRG/INT Practice Employee Home. Employee teleworks at home for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.

Appendix 4: Reporting Requirements

Bureaus and staff offices are required to report telework data quarterly. Reports are due to DOI Human Resources – Telework Coordinator by the 15th of the month after the close of the quarter (e.g. January 15 for the period of October-December). Telework should be properly recorded in the time and attendance (TA) system. Use Table 1 (below) to determine how to report teleworkers. It is recognized that the information in Table 1 does not exactly align with DOI’s TA systems. Until these systems are updated to reflect the reporting requirements outlined in the 2010 Telework Act, the coding in Table 1 takes precedence for reporting purposes.

TABLE 1 – DOI REPORTING CROSS-WALK

Instructions: Starting in Column "B", read as a sentence. For example: "If the telework agreement calls for these number of days of telework per pay period (2), then the category in the DOI Manual is (core) and the Quicktime term is (regular) and the codes are (D, E or F) and the 2011-12 reporting requirement category is (1 or 2 days per pay period).					
Rule Number	If the telework agreement calls for these number of days of telework per pay period,	then the category in the DOI Manual is	and the Quicktime		and the 2011-12 reporting requirement category is
			term is	codes are	
1	1	core	regular	D-F	1 or 2 days per pay period
2	2				
3	3				
4	4				
5	5				
6	6				
7	7				
8	8				
9	9				
10	10				
11	once a month	situational	periodic	G-I	once per month
12	none specified		emergency/ intermittent	J-R	situational, episodic or short term - less than once per month
13	emergency or COOP only				

If an employee is permanently working remotely from their parent organization, report the person as a teleworker in the category of “3 or more days per pay period.” For example, if the employee’s duty station is in Charleston WV and their organization is headquartered in Denver, CO, they would be reported as a teleworker. This requirement is based guidance in the OPM telework guide.

Appendix 5 – Information Management and Information Technology Policy as it Relates to Telework

Teleworkers are responsible for complying with all the same policies regarding information management, records management, the Privacy Act, personally identifiable information, information (computer) security and other IT and IM policies at their telework site in the same manner as if they were in a government office. As a result, this Appendix contains information only related to telework situations and does not repeat Department Information Management and Information Technology policies.

Using Government Equipment at a Telework Site: Employees are responsible for the safekeeping of equipment. Failure to do so may result in liability for damage. Equipment is maintained by the Government and must be brought to the Government office location for maintenance.

Using Personally-Owned Computers:

Employees who would like to use their own computer to perform work should check with their bureau or office Information Technology help desk. If the bureau or office permits the use of personally owned equipment, the IT help desk staff will provide instructions and restrictions (e.g., do not save a copy of any Government email attachment to your personal computer).

Employees who work on Government information on a personally owned computer, must understand that:

- The data generated is the property of the Federal government and subject to the requirements of the Federal Records Act, Privacy Act, Freedom of Information Act, and similar requirements.
- Work-related data on a personally owned computer may be subject to discovery in litigation, or in the course of an investigation by the Office of the Inspector General, or other administrative investigation or proceeding. As a result, you may be required to provide access to your personal computer for the purpose of searching for and collecting that data.
- DOI strongly recommends you create a separate folder or folders on your computer to segregate work-related data from personal data or save work-related data to a secure flash drive rather than the hard drive of my personal computer. However, even if you take those precautions your personal computer may still be subject to search

Payment for Internet Service and/or Phone Lines: Bureaus and staff offices may elect to pay for employee internet service or phone lines on a case by case basis.

Government Liability: DOI is not liable for damages to the employee's personal or real property while he/she teleworks, except to the extent the Government may be held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claim Act.

Work Documents That May Be Taken to a Telework Site:

Working documents taken off-site from a Government facility must not contain classified, Privacy Act Information, PII information or be proprietary. Original documents must not be removed from the official duty station and taken to a telework site. Employees should only work with copies of records at a telework site. Otherwise, the decision as to what documents may be removed from a Government facility is left to the discretion of the supervisor, consistent with bureau and staff office level telework policy.

Appendix 6 - Bureau Emergency Operations and Telework Checklist

Purpose: Provide a checklist that will ensure telework is fully integrated into emergency plans to comply with the 2010 Telework Act

1. Is the IT infrastructure in place to allow large numbers of employees to telework simultaneously?
 - a. Has an annual exercise been conducted, organization-wide that tests telework capability independently or as part of COOP or other emergency exercises?
 - b. Do exercises demonstrate how telework supports the organization's ability to perform essential functions within 12 hours after the emergency event?
 - c. Have problem areas identified during exercises been corrected?
2. At least annually, have designated emergency (i.e. mission critical, mission essential, COOP) employees been notified in writing?
 - a. Does the notification include the requirement that these employees report to work or remain at work (or work from home or report to an alternate site) when government operations are disrupted?
 - b. Do these employees have current signed telework agreements (for at least ad-hoc telework) in place?
 - c. Do these employees understand that even without a telework agreement in place, they may be ordered to telework during emergency situations?
 - d. Do these employees have the necessary equipment (computer, printer, fax, and phone) and tools (broadband, ISP service) to telework successfully?
 - e. Have these employees been trained in alternate communications tools?
3. Have supervisors of employees who telework received telework and emergency operations training?
4. Have employees who telework received telework and emergency operations training?
5. Has equipment, technology and technical support necessary to support telework been tested?

- a. Have problem areas identified during the test been corrected?

6. Has the organization designated the location of the employee's reporting office prior to the emergency as the official work site (including telework locations) for location-based pay entitlements?

Appendix 7 - Telework HCAAF Program Checklist

Bureau

References:

- Public Law 106-346, section 359. “Department of Transportation and Related Agencies Appropriations, 2001.”
- Public Law 105-277, Section 630. “1999 Omnibus Consolidated and Emergency Supplemental Appropriations Act.”
- 40. U.S.C. 587 (c)(2) “Telecommuting and other alternative workplace arrangements.”
- Public Law 111-292. “Telework Enhancement Act of 2010.”

Y/N/NA	Review Item	Comments
	1. Does the bureau have a supplement to the DOI Telework Guide? If yes, does it duplicate the DOI Guide?	
	2. Is there an established business process for notifying new employee’s of their eligibility and participation in telework?	
	3. Is information on telework provided to new employees during orientation?	
	4. Is executive leadership aware of the telework program, policies and participation status within the bureau?	
	5. Is there an established business process for collecting accurate telework information to support the DOI and OPM reporting requirement?	
	6. Has the bureau director appointed a telework coordinator?	
	7. Do all eligible and participating employees have a signed telework agreement?	
	8. Do non-participating, but eligible employees have a signed telework agreement for use in COOP and inclement weather conditions?	
	9. Does the COOP plan including a	

Y/N/NA	Review Item	Comments
	requirement for COOP members to have signed telework agreements?	

Additional Issues or Concerns

Reviewer: _____ Date: _____