

**APPENDIX A**

**TELEWORK AGREEMENT  
AD HOC**

The following constitutes the terms and conditions of the telework agreement between employee and supervisor named below:

EMPLOYEE LAST NAME	FIRST NAME	MIDDLE INITIAL
_____		
TITLE _____		
PAY PLAN	SERIES	LEVEL/GRADE

SUPERVISOR \_\_\_\_\_

**The employee named above is approved to work at the alternative worksite on an ad hoc basis:**

The employee's alternative worksite is:

Home office or work area:

Address: \_\_\_\_\_

Location of home office or work area: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Telecenter

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## **Official Duty Station**

The employee's official duty station for locality pay adjustments and travel is \_\_\_\_\_ . The official duty station corresponds to that on the most recent SF-50, Notification of Personnel Action.

Employees who have been approved for ad hoc telework must be available to work at the traditional worksite if called upon to do so by the employee's supervisor.

## **General Provisions for Ad Hoc Telework**

Work-at-home teleworkers must complete and sign a safety checklist to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. Work-at-home teleworkers must also complete and sign a security checklist which will provide for a secure environment in which to perform official, job-related tasks. The employee agrees to permit access to the home worksite by the PEO's representatives as required during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work-at-home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

## **Time and Attendance, Work Performance and Overtime**

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. The employee is required to satisfactorily complete all assigned work consistent with the approach adopted for all other employees in the workgroup, and according to standards and objectives in the employee's contribution/performance plan.

## **Security and Equipment**

No classified documents (hard copy or electronic) may be taken to the employee's alternative worksite. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DoD at the alternative worksite. Government-furnished equipment must only be used for official duties, carried out by the employee. All other persons are not authorized to use the equipment.

Where the employee's computer is accredited by the PEO IT POC, and remotely connected to DoD systems and/or networks, and the employee uses his/her personal computer for official purposes, the employee is responsible for the installation, repair, and maintenance of all personally owned equipment.

The PMO is responsible for the maintenance of all Government-furnished equipment. The employee may be required to bring the equipment to the office for maintenance. All Government-furnished equipment and materials must be returned to the PM at the conclusion of the teleworking arrangement or at the supervisor's request.

## **Liability and Compensation**

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent that the Government is held liable by the Federal Court of Claims Act or the Military and Civilian Employees Claims Act. The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

## **Standards of Conduct**

The employee acknowledges that he/she continues to be bound by the Department of Defense Standards of Conduct while working at an alternative worksite.

## **Mileage Savings**

The employee estimates that the ad hoc telework arrangement will result in a reduction of approximately \_\_\_\_miles traveled in commuting per day.

**Termination of Telework Agreement**

The ad hoc telework agreement can be terminated by either the employee or the supervisor without prior notice. The supervisor shall terminate the telework should the employee not meet the prescribed standard, or should the teleworking arrangement fail to meet organizational needs.

**Date of Commencement**

The ad hoc telework arrangement covered by this Agreement will commence on:

Date: \_\_\_\_\_

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**Signatures:**

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**Employee**

**Date**

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**Supervisor**

**Date**

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**DPEO**

**Date**