

## **TELEWORK PROGRAM POLICY**

### **1. REFERENCES:**

- a Department of Defense Telework Policy (Attachment A)
- b Department of Defense Telework Guide (Attachment B)

### **2. PURPOSE:**

The purpose of this document is to provide guidance for implementing this DoD program within Program Executive Office, Ground Combat Systems (PEO GCS). This policy supplements the DoD policy in ref 1a.

### **3. DEFINITIONS:**

Telecommuting is paid employment performed away from the regular duty station at an alternate workplace.

Telework refers to any arrangement in which an employee performs officially assigned duties at an approved alternative worksite on either a regular and recurring, or on an ad hoc basis.

Regular and recurring telework means an approved telework schedule where eligible employees regularly work at least one day per biweekly payperiod at an approved alternative worksite.

Ad hoc telework means approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is also considered ad hoc).

Alternative Worksite – means a place away from the traditional worksite that has been approved for performance of official duties. An alternate worksite may be an employee's home or a telecommuting center established for use by teleworkers. (NOTE: The establishment of teleworking centers is being considered by the PEO at the present time.)

Telework Agreement (Appendices A & B) means a written agreement,

completed and signed by an employee and appropriate supervisor and approved by the Deputy Program Executive Officer (DPEO) that outlines the terms and conditions of the telework arrangement.

Sensitive-Unclassified Data is unclassified information, that the loss, misuse or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal Programs, or the privacy to which individuals are entitled under the Privacy Act (e.g., any documents containing Social Security Numbers, budget and manpower data, automation data)

#### **4. DETERMINING ELIGIBILITY**

a. Criteria for which positions/employees are eligible to telework is provided in reference 1a. Supervisors should use an analytical method for determining whether positions or tasks are suitable for telework by focusing on the nature of the work and job characteristics. In many cases, 100 percent of a position will not lend itself to telework. However, the focus is to identify those discrete tasks that can be performed away from the main office.

b. The policy applies to employees identified by the PM/supervisor. The supervisor, with approval of the PM and concurrence of the DPEO, decides whether the employee can work off-site, depending on the nature of the position and the characteristics of the employee. Telework arrangement is not a right and may be terminated at the discretion of the employee, PM or supervisor, or the DPEO.

#### **5. RESPONSIBILITIES:**

a. The DPEO GCS is responsible for the implementation of the Telework Program, and will approve telework arrangements.

b. The PEO GCS Telecommuting Coordinator in the APEO Business Management Office is responsible for providing guidance to supervisors on the Telecommuting Program.

c. The PEO designated Automation Support Coordinator in the APEO Systems Office is responsible for determining and providing for, within budgetary constraints, Government furnished equipment at the alternative worksite.

d. The DPEO will approve/disapprove all ad hoc telework projects, to include the alternative worksite location.

e. Each supervisor will determine and recommend positions and employees for regular and recurring telework depending on the nature of the position. The DPEO will approve/disapprove all regularly scheduled/recurring Telework.

***Supervisors are responsible for:***

Insuring that employees embarking on a Telework Program have had the PEO GCS recommended Telework training.

Preparing and providing a Teleworking Agreement to the PM for approval prior to the Telework commencing. (Appendix A or B).

Obtaining from the employee and approving a signed Self-Certification Safety Checklist (Appendix C) for home-based telework.

Obtaining from the employee and approving a Security Checklist (Appendix D) for home-based telework.

Setting work schedules in advance to ensure that an employee's time and attendance can be properly accounted for and to preclude any liability for overtime pay.

Monitoring the employee's performance and assuring accomplishment of job and mission requirements.

Approving leave requests or other absences from the employee's alternative worksite.

***Employees are responsible for:***

Receiving the PEO GCS recommended Telework training.

Signing the telework agreement prior to commencement of telework.

Completing, signing and dating the Self-Certification Safety Checklist, (Appendix C) presenting it to the supervisor for approval and retaining a copy for his or her records prior to commencement of telework.

Completing, signing and dating the Self-Certification Security Checklist, (Appendix D) presenting it to the supervisor for approval, and retaining a copy for his or her records prior to commencement of telework.

Adhering to telecommuting personnel policy and procedures.

Repairing and maintaining personally owned equipment used at the alternative worksite.

Obtaining Government-furnished equipment or personal equipment accreditation by the PEO Automation Support Coordinator prior to commencement of Telework.

Maintaining performance and assuring accomplishment of job and mission requirements.

Ensuring that a proper work environment is maintained at the alternative worksite.

## **6. Requirements and Procedures:**

### **Telework Agreement**

a supervisor/employee Telework Agreement is required. The Agreement describes the approved alternate worksite and telework schedule, and addresses personnel, security and equipment issues. It also records the anticipated savings/benefits for the government and/or teleworker. The policy provides for the agreement to be terminated in writing by supervisor or employee. The agreement must have the written concurrence of the DPEO.

### **Certification and Control of Time and Attendance**

the assigned hours of work while teleworking form part of the employee's regular tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. The Timekeeper will record the number of hours for employees in telework status during the regular daily tour of duty by entering the appropriate code in the time and attendance system. Employees in telework status must adhere to their approved work schedules. Overtime provisions that apply to employees working at a traditional worksite apply to employees on a telework agreement.

### **Official Duty Station**

is the location of the employee's desk or the place where the employee normally performs his or her duties.

### **Callback**

provisions apply to employees who telework. A teleworker who is called back to travel to another worksite during his or her regularly scheduled basic tour of duty will have the travel hours to the worksite credited as hours of work. The workday will end at the regularly scheduled time.

**Return to the Traditional Worksite**

An employee may be required to report for work at the traditional worksite on a regularly scheduled Telework day if his/her supervisor determines their presence in the office to be necessary.

**Emergency Dismissal or Closing**

procedures prescribed by OPM are to be followed. The supervisor will determine action on a case-by-case basis with regard to situations that result in the employee being unable to continue working at the telework site (e.g., power failure).

**Equipment See Appendix D**

provided and installed, is at the discretion of the PEO-designated Automation Support Coordinator and within budgetary constraints: supervisors must ensure that equipment is properly accounted for, and appropriate sub-handreceipts signed by the employee; PEO GCS is responsible for the service and maintenance of all Government furnished equipment and software; the employee is responsible for repair and maintenance of all personal equipment. Employees may be provided with Federal calling cards if duties require making long distance calls on a regular basis

**Workers Compensation**

and other liabilities such as injury compensation under the Federal Employees' Compensation Act at an alternate duty station will be covered in accordance with current policies and procedures of the Office of Workers Compensation Programs. The employee must notify supervisors immediately of any accident or injury at the alternative worksite and complete appropriate forms.

**For work at home**

the employee is required to designate one area in the home as the official work station. Each employee with an approved Telework Agreement for work-at-home must sign a safety checklist (example at Appendix C) that proclaims the home safe; teleworkers are responsible for the security of all official data, protection of any Government-furnished equipment and property. A Security Checklist is attached at Appendix D. Telework procedures must be consistent with DoD security and information technology; no classified documents, either hard copy or electronic, may be taken to alternative worksites. The Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite.

