

## SUPERVISOR'S TELEWORK POSITION / EMPLOYEE ELIGIBILITY GUIDE

1. Position Title	2. Series	
3. Grade	4. Position Description Number	5. Office Symbol
6. Eligibility Evaluator (Name & Title)		3. Name of Current Incumbent

### SECTION A. POSITION ELIGIBILITY CRITERIA

Instructions:

- Base the below determination on the current duties of the position. This determination may change in the duties changes. (e. g. special projects, details)
- Conduct this analysis based on the position duties rather than job title, series, type of appointment, work schedule or incumbent.

QUESTIONS	YES	NO
1. Does the position contain tasks that require the incumbent to report daily to the official workstation?		
2. Does the position require continuous on-the-job training or constant supervision?		
3. Does the position require daily use of special facilities or equipment that the organization cannot provide or is not available at the alternative worksite.		
4. Does the position contain tasks that require extensive face-to-face contact that cannot otherwise be achieved via email, telephone, or similar electronic means with:		
a. Supervisor(s) / Manager(s)?		
b. Colleagues / team members?		
c. Customers?		
d. The public?		
5. Does the position contain tasks that require daily access to material/equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material, sensitive information, or classified information.		
6. Does the position contain tasks that require daily access to systems / networks / applications that cannot be accessed at the alternative worksite?		
7. Would the performance of the position tasks at the alternative worksite result in measurably lowering the level of service provided to customers? (e.g. Would result in delays in processing work, stacking of essential workload to be performed on a telework day, or inhibiting customer access to the employee)		
<ul style="list-style-type: none"> <li>• If the answer is YES to ANY of the above questions, the position is NOT eligible for telework. Skip to section C to document the decision.</li> <li>• If the answer is NO to ALL of the above questions, the position is eligible for telework. Continue with section B.</li> </ul>		

### SECTION B. EMPLOYEE ELIGIBILITY CRITERIA

- Complete this section only if the position eligibility has been established and the position is encumbered.

1. Is the incumbent's performance currently rated below the Success/Valued Performer level?		
2. Does the incumbent have a current leave restriction letter or a written reprimand due to misconduct or poor performance?		
3. Has the incumbent received a suspension or demotion for misconduct or poor performance within the past two years?		
<ul style="list-style-type: none"> <li>• If the answer to ALL of the questions in Section B is NO, the employee is eligible to telework.</li> <li>• If the answer to one or more of the questions in Section B is YES, the employee is not eligible to telework.</li> <li>• Document the appropriate determination in Section C.</li> </ul>		

### SECTION C. DETERMINATION

Position is eligible for telework		
Employee is eligible for telework		
Relevant characteristics of this position not discussed in the questions above or other additional information:		

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