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Telework Policy

1. Applicability. This policy applies to civilian employees of the Fort Belvoir Garrison.

2. Proponent.

3. References.

a. Section 359 Public Law 106-346.

b. DoD memorandum, 22 October 2001, Telework Policy and Guide.

c. Department of the Army Memorandum, 4 December 2001, DoD Telework Policy and Guide.

d. OPM memorandum, 29 January 2001 and 9 February 2001, Establishing Telecommuting Policies.

e. DoD Directive Number 1035.1, 9 September 2002, Telework Policy for Department of Defense.

4. Purpose. This memorandum establishes administrative policy of the telework program for the Fort Belvoir Garrison and is intended to supplement DoD and Department of the Army policies as outlined in cited references.

5. Definitions.

a. **Telework.** Any arrangement in which an employee performs officially assigned duties at an alternative worksite on both "a regular and recurring", or on "an ad hoc basis".

b. **Ad Hoc telework.** Approved telework performed on an occasional, one-time or irregular basis (less than one day per pay period).

c. **Intermittent/AdHoc telework.** Infrequent periods of time when projects/assignments have short turnaround times and/or require intense concentration, enabling the employee to focus more effectively on completion of the assignment. Intermittent arrangements are not mutually exclusive from regular and

recurring telework arrangements. Some examples of where an intermittent arrangement may work well include the following:

(a) When the official duty station is not usable; e.g., during office renovation; or,

(b) When one has a short term work assignment that could be performed at an alternative work site free from interruptions.

NOTE: The above examples are illustrative only and not inclusive of all situations.

d. Alternative work site. A place away from the traditional worksite that has been approved for performance of officially assigned duties

e. Regular and recurring telework. An approved work schedule where eligible employees regularly work one or more days per week at an alternative worksite. Generally, employees with regular and recurring telework will only be authorized to telework on Tuesdays, Wednesdays, and Thursdays.

f. Approving Official. The appropriate Director is the final approval authority for all telework requests.

6. Benefits.

a. Improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life.

b. Decrease traffic congestion and air/noise pollution.

7. Program Requirements

a. This policy covers both intermittent and regular recurring telework arrangements to meet organizational and employee needs. Regular and recurring telework will be permitted one to two days per pay period. Additional days per period may be granted with appropriate justification and approval of the second-line supervisor.

b. Telework is a management option. It is not an employee entitlement and does not change employment terms and conditions. Therefore, either the employee or the supervisor may terminate the telework arrangement at will.

c. Telecommuting must not adversely affect organizational missions and functions. If supervisors determine there is an adverse affect, they must immediately modify or terminate the telecommuting arrangements.

d. Other requirements. Depending on the telecommuting arrangement, supervisors must consider requirements such as: written agreements, time and attendance accountability, overtime, etc.

e. Written Agreements. Before the commencement of telework arrangements, supervisors and employees must complete and sign a telework agreement that outlines the terms and conditions of the arrangement (enclosure 1).

f. Participants in the program will be terminated if an employee's performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

g. Telework may not be used to replace appropriate arrangements for dependent care.

h. An employee who is approved for telework must sign a safety checklist before commencement of telework (enclosure 2) that proclaims their home safe for an official home worksite.

i. The supervisor and employee must complete the Supervisor - Employee Checklist (enclosure 3).

j. Security and information technology policies will be consistent with DoD, Department of the Army, and Fort Belvoir Garrison IMO policies.

k. Employees must sign-in and sign-out via e-mail at the beginning and end of their scheduled duty day and lunch period. These e-mails will serve as the employee's time sheets during the period of telework. Participants must be accessible to communicate with supervisor during normal duty hours.

l. Employees will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a type hour code "LX" on their timesheet. For instance, if an employee has a regular daily tour of duty of 8 hours and spends 8 hours in a telework status, 8 hours would be recorded using the "LX" code. Hours spent in a

telework status that are outside of the regular daily tour must be accounted for and reported. Employees in a telework status must adhere to their approved work schedules. Overtime/Comp time must be ordered and approved **in advance** by the supervisor.

m. Under emergency dismissal or closings, teleworkers working at an alternative worksite would normally be expected to continue working. An employee who is unable to work at the alternative site due to equipment/power failure, etc., will contact the supervisor, who, based on the situation, will determine the appropriate duty or leave status to account for the employee's time and whether or not the employee should report to his/her official duty station.

n. Employees will provide a sketch of his/her home's floor plan with the designated home office clearly marked.

8. Determining Eligibility.

a. Civilian personnel assigned to the Fort Belvoir Garrison may be eligible to participate in telecommuting. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the traditional worksite, and are conducive to supervisory oversight at the alternate worksite.

b. Supervisors will identify positions appropriate for telework using the Supervisor's Telework Position/Employee Eligibility Guide (enclosure 4) and recommend employees to participate from among those who volunteer using the Telework Request and Approval Agreement (enclosure 1). The immediate supervisor should attach the Position/Employee Eligibility Guide to the Telework Request and Approval Agreement and send it through the Branch/Division Chief to the appropriate Director for final approval. Because telecommuting is a supervisor approved work option, continued participation by employees is not an automatic right.

c. Supervisors are responsible for approving work schedules and changes, ensuring continuity of mission operations and considering TDY, RDOs, leave, training, etc. Supervisors must also ensure that their offices are sufficiently staffed during core work hours.

d. Positions shall not be excluded as eligible based on occupations, series, grade, or supervisory status. Probationary status employees would not be eligible for telework because

probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

9. Positions Not Generally eligible for Telework Are Those Positions:

a. requiring the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public, which cannot otherwise be achieved via email, telephone, fax, or other technology. Therefore, supervisors/managers will not be eligible under OSAA's telework policy.

b. requiring daily access to classified information, or

c. are part of trainee or entry-level positions.

10. Appropriate Employee. An employee whose demonstrated personal characteristics are well suited to telework as determined by the supervisor, including:

a. dependable self-starter who can function independently;

b. highly motivated;

c. good time-management skills;

d. performance rating of successful/valued performer or better; and

e. full understanding of organization's mission.

11. Call back to work. Supervisors may call employees back to their official duty stations on an mission essential or emergency basis; e.g., special project, meeting, shortage of staff due to vacation/TDY/illness, or supervisor's need to be able to balance staff in the office. If a teleworker is directed to travel back to his/her official duty station during his/her regularly scheduled tour of duty, the teleworker's travel hours must be credited as hours of work. If the teleworker is directed to travel back to the official duty station outside his/her regularly scheduled duty day for irregular or occasional overtime work, the employee may be entitled to compensation time or overtime pay while in a travel mode outside his/her normal commute time.

12. Leave. Employees must follow established office procedures for requesting and obtaining approval for leave. If a situation

arises at the employee's alternative worksite that results in the employee being unable to continue working, e.g., power/equipment failure, the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time, if applicable, or require the employee to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal guidance) causes employees at the traditional worksite to be unable to continue working, e.g., part of the organization is dismissed due to a lack of heat or cooling, employees who are teleworking would not be affected and would not need to be excused from duty. If the employee knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite must be scheduled.

13. Personal telephone expenses. Reimbursement for long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees shall complete Standard Form ((SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisors with a copy of the telephone charges. Employees will not be provided with government telephone credit cards.

14. Supplies. The Fort Belvoir Garrison will provide general office supplies to be used for official business. Examples of general office supplies are paper, pens, pencils and folders. Special or unusual requirements need to be approved by the supervisor. The employee will not be reimbursed for personal supplies i.e., printer cartridges, without prior approval from the supervisor.

15. Equipment and IT Security.

a. General.

(1) DoD, Department of the Army, and the Fort Belvoir Garrison assume no responsibility for operating costs associated with an employee using their personal computer and residence as an alternate worksite. This includes home maintenance, insurance, and utilities.

(2) All files, records, papers, or machine-readable materials, and other documentary materials, regardless of physical form or characteristics, made or received during

telework are the property of the United States Government and shall be managed in accordance with regulations and local policy. Employee agrees to protect all Government records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, U.S.C. 552a.

(3) The Fort Belvoir Garrison will not pay for home telephone installation and home network installation. The teleworker is responsible for the installation (if required), and the monthly service fee of the communication line between the employee's home and the Fort Belvoir local network. Additionally, positions that require Internet connection shall have high-speed connection.

(4) No classified information and/or processing will be permitted at a telework site. Adherence to established technical standards for government furnished equipment, network, and security issues is required. The standards are outlined in AR 25-2, Fort Belvoir IA policies, and IMO SOP. All sensitive information stored outside of the employee's Government computer must be stored in an approved, lockable container.

b. Government Equipment.

(1) All approved teleworkers will use their own personally owned computer. The Fort Belvoir Garrison will provide a CAC reader to remotely access (login) to the Fort Belvoir telework Citrix server, or to have access to the shared drive on the OSAA network.

(2) The Fort Belvoir IMO is responsible for the maintenance and repair of Government furnished equipment. The teleworker is responsible for bringing the Government furnished equipment back to the facility for repair, updates or adjustments.

(3) Supervisors, managers, and teleworkers must ensure that Government equipment assigned to telework participants is properly accounted for (sub hand receipted) and coordinated with the hand receipt holder as appropriate. The hand receipt holder is responsible for ensuring that all Government equipment is appropriately identified and labeled. Adherence to local policy for off-site use of Government equipment is required.

(4) The Fort Belvoir Garrison may provide a Government supplied Laptop to employees, if available and at no cost to government, on a case-by-case basis upon availability. Employees

must protect any Government-owned equipment and to use the equipment only for official purposes. Software and communications, with appropriate security measures, are required for any regular and recurring telework that involves sensitive unclassified data, including Privacy Act data, For Official Use Only (FOUO) data or to remotely access (login) to the Fort Belvoir telework Citrix server, or to have access to the shared drive on the Fort Belvoir network. Fort Belvoir will service and maintain any Government owned computer equipment issued to the telworking employee. Monitors and fax machines for installation in a private residence will not be provided.

(6) Government equipment used at home will only be used for official and authorized purposes. Internet usage must conform to AR 25-2, Fort Belvoir Garrison Policy, and the IMO SOP, when access is through Government-established connectivity using government owned resources.

(7) Any misuse of government equipment will be treated the same as if it occurred on the Agency's premises.

c. Home Computers

(1) Personally owned computers can be used to work on sensitive unclassified material on the basis that the teleworker must delete the files from the hard drive whenever the files are no longer needed. The teleworker will install, service, and maintain any personally owned equipment at the teleworkers residence.

(2) Personally owned computers must have the government approved anti-virus software, such as Norton, or McAfee, installed and updated weekly. Teleworkers must provide their IMO with verification via email on completed updates prior to telework duty. Emailing a screen shot showing a successful update would meet the requirement.

16. Liability. The Government will not be liable for damages to employee's personal or real property while the employee is working at the approved alternative duty station.

17. Injury Compensation. Employees are covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the regular office or the alternative duty station. Employee must notify the supervisor immediately of any accident or injury that occurs at the alternative duty station, provide details of the accident or

injury, and complete the CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation or other required forms. The supervisor must investigate such a report immediately. The Government's potential exposure to liability is restricted to the official workstation for the purposes of telework.

18. Work Assignments/Performance.

a. Employee must complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to the guidelines and standards outlined in employee contribution requirements. Employee must provide regular reports upon request to help evaluate contributions. Employee understands that a decline in contributions may be grounds for terminating the alternative workplace agreement.

b. The following criteria is provided, but not limited to, for determination of approval, continuation, or extension of the telework program.

(1) Consistently available by telephone during normal duty hours, taking into account reasonable breaks and lunch periods.

(2) Responsive communication via email during normal duty hours.

(3) High speed internet capability.

(4) Satisfactory completion of assigned work.

(5) Positive perception by co-workers of the alternate duty station arrangement; i.e., employee is not a burden on co-workers with requests to look up information or "not carrying his/her load.

c. The supervisor and employee will review use of the alternative worksite as part of the normal appraisal system reviews used within the Fort Belvoir Garrison.

19. Standard of Conduct. Employees are bound by the same standards of conduct covering all Fort Belvoir Garrison employees while working at the alternative worksite.

4 Encls

Signature Block

1. Telework Agreement
2. Safety Checklist
3. Supervisor-Employee Checklist
4. Telework Eligibility Guide

DISTRIBUTION:

All Staff Elements

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