

Recent Telework (TW) Policy Updates

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Major Changes to DoD Telework Policy:

- Employees identified as "Mission Critical" who cannot report to duty *may be* required to Telework
 - ✓ Mission critical is a *management determination*.
 - ✓ Mission Critical duties are defined as job functions that are identified as critical to performance of the mission.
- Employees approved for regular and situational telework who are not able to report to their assigned office location due to office closure or dismissal from a natural or manmade emergency event shall continue to TW each regularly scheduled work day during the emergency situation.
- Supervisors may administratively excuse the designated teleworker from teleworking on a case-by-case basis when circumstances prevent the teleworker from working at the telework location (e.g. loss of power; evacuation by local authorities; or the employee cannot access materials necessary to continue to work during the emergency).



Recent Telework (TW) Policy Updates

Major Changes to OPM's Washington Area Closure and Dismissal Procedures

- New Workplace Option: **Unscheduled Telework** – Upon an announcement that Federal agencies are Open with option for **Unscheduled Leave** or **Unscheduled telework**, a telework-ready employee, if permitted by his or her agency policies, procedures, and collective bargaining agreements, may choose to perform **unscheduled telework** (in addition to **unscheduled leave**, which has already been available under the DC area procedures).
- The telework-ready employee must notify his or her supervisor of his or her intent to take either **unscheduled leave** or **unscheduled telework** during the following OPM announcements;
 - ✓ Open with option for **unscheduled leave** or **unscheduled telework**
 - ✓ **Open-XX Hour delayed arrival**-with option for **unscheduled leave** or **unscheduled telework**
 - ✓ **Open-XX hour early departure**

Agency Actions

(Pending Revision of DA Memo 690-8)



- ❑ Review local telework practices and procedures to ensure telework is integrated as part of the flexibilities permitted during disruption of normal operating procedures.
- ❑ Ensure all employees who TW or may be required to TW in an emergency situation have an updated DD 2946 (DoD Telework Agreement) in place.
- ❑ As allowable, dedicate IT resources to facilitate TW for the maximum number of employees.

Resource Links



- DODI 1035.01, DoD Telework Policy -
<http://www.dtic.mil/whs/directives/corres/pdf/103501p.pdf>
- DoD Telework Agreement -
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>
- OPM Washington, DC, Area Dismissal and Closure Procedures -
<http://www.opm.gov/oca/compmemo/d dismissal.pdf>
- Questions and Answers About the 2010 Washington, DC Area Dismissal & Closure Procedures -
<http://www.chcoc.gov/documents/DisplayDocument.aspx?PublicDocID=237>
- Fact Sheet on the New Washington, DC, Area Dismissal and Closure Procedures -
<http://www.chcoc.gov/documents/DisplayDocument.aspx?PublicDocID=235>