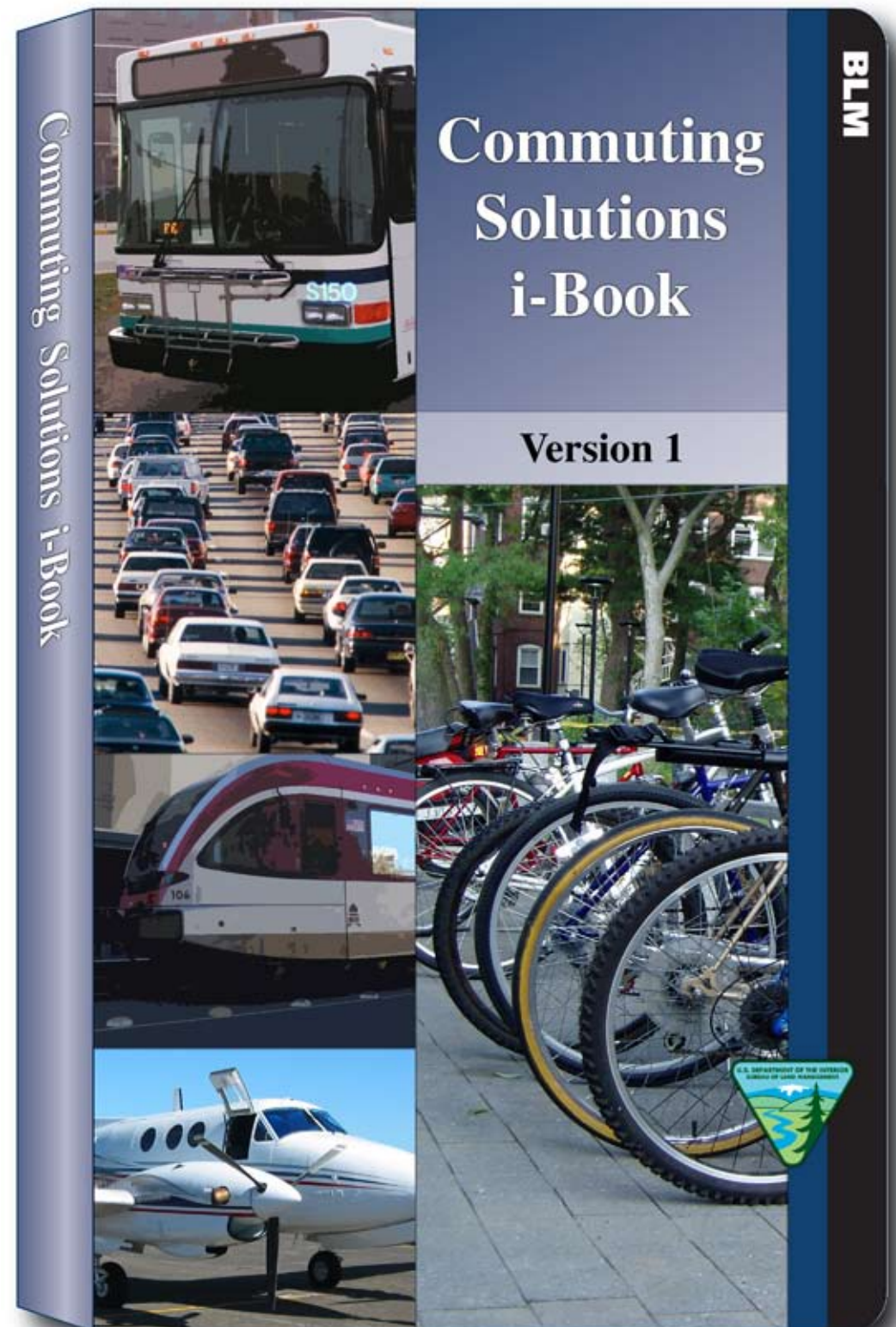


Click on the “Open”
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through the document
and to follow links.

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Introduction

Expensive and lengthy commutes, a heightened concern with conducting business with less impact on the environment, and a need to create a better work-life balance have all been identified as concerns in today's workforce. Addressing these concerns creates greater satisfaction for employees, provides for a more productive workforce, and helps the BLM recruit and retain talented and skilled people. The most common strategies to address these concerns are telework, alternate work schedules, and transit subsidies.

This electronic information book is a quick-reference tool for BLM supervisors and employees considering or implementing telework, alternate work schedules, or commuting subsidies.

This book was the result of a summary report, ***Tools for Reducing Employee Commuting Costs.*** This report provides detailed discussions of the three primary commuting solutions and can be referenced for a more in-depth look at the laws, policies, benefits, and considerations in implementing these programs.

Telework

Alternate Work Schedules

Transportation Subsidies

Other Alternatives

Telework

The Office of Personnel Management (OPM) defines telework as: “Work arrangements in which an employee regularly performs officially assigned work at home or other work sites geographically convenient to the residence of the employee”. Telework is simply a way of getting work done from a different location. The terms “telework,” “telecommuting,” “flexible workplace,” “remote work,” “virtual work,” and “mobile work” are all used to refer to work done outside of the traditional on-site work environment. These terms are defined in different ways and used in different contexts to refer to anything from jobs that are completely virtual or mobile, to arrangements that enable employees to work from home a few days per week or per month and include work performed at home or at a remote office. OPM uses the term “telework” for reporting purposes and for all other activities related to policy and legislation. Telework can serve multiple purposes – and have multiple benefits and have multiple benefits when it is implemented effectively in an organization.

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Questions a supervisor should ask before implementing telework

- Did the employee receive a Fully Successful rating on their last EPAP?
- Is the employee self-directed?
- Is the employee flexible?
- Does the employee have low affiliation needs (i.e., not needing continual social interaction with coworkers)?
- Does the employee have strong job knowledge?
- Is the employee trustworthy?
- Does the employee require minimum supervision to complete assignments?
- Does the employee demonstrate sound time management skills?
- Is the position conducive to teleworking?
- What types of work can the person do while teleworking?
- How will work accomplishments be reported?
- How many days per week/month should the person telework? What will the weekly/monthly telework schedule be? What will the daily telework schedule be? Will the hours be the same as in the main office, or will they be different?
- How will I and co-workers be kept updated

about the telework schedule? What happens if the schedule needs to be changed by me or by the employee?

- How will I know when the teleworking employee is on or off duty? (signing in, signing off procedures may be needed)
- What is the expectation regarding the amount of notice (if any) given for reporting to the official worksite? How will such notice be provided?
- Is the commuting situation a consideration?
- Have I coordinated with the union?
- What technologies will be used to maintain contact?
- How available does the teleworker need to be? Is the telework intended to be seamless, so that phone, email, etc., are dealt with the same as in the office? Or is the employee teleworking to be away from such distractions?
- Does the person have a laptop or other IT issues (e.g., no broadband access)?
- What equipment is the agency providing? What equipment is the teleworker providing?
- Who provides technical assistance in the event of equipment disruption?
- What are the physical attributes of the telework office, and do they conform to basic safety standards (use a safety checklist)?

- How is the telework agreement terminated by me or my employees?

Steps the supervisor should take to implement telework

These basic steps will help supervisors minimize any potential administrative burden, maximize the benefit of telework for themselves and the work group, and set the stage for their employees to be successful teleworkers.

- Step 1: Know your agency telework coordinator
- Step 2: Know your policy and procedures
- Step 3: Participate in OPM's online training *Telework 101 for Managers*
- Step 4: Determine eligibility (check with bargaining units, consider staffing and budget)
- Step 5: Assess your needs
- Step 6: Establish and communicate criteria for approving telework
- Step 7: Create telework agreements establishing clear expectation
- Step 8: Address security responsibilities
- Step 9: Plan for emergencies.
- Step 10: Regularly assess effectiveness of telework arrangement

Questions an employee should ask before implementing telework

A great telework arrangement starts with a good self assessment. Employees should consider the following factors in making an honest determination about their telework capabilities:

- Do I have sufficient portable work for the amount of telework being proposed?
- Do I have the ability to work independently, without close supervision?
- Am I comfortable with the technologies that will be needed to telework?
- Am I able to maintain good communication with managers, co-workers, and customers that will enable a relatively seamless transition from on-site to off-site?
- Do I have a telework office space that is conducive to getting work done?
- Are dependent care arrangements in place (i.e., child care, elder care, or care of any other dependent adults)?
- Do I have the ability to be flexible about the telework arrangement to respond to the needs of my manager, my workgroup, and the work?
- Do I like to think through and resolve problems myself?

- Can I pace myself to avoid both overworking and wasting time?
- Do I have strong organizational and time management skills?
- Am I results oriented?
- Will I remain focused on work while at home and not be distracted by television, housework, or visitors?
- Am I comfortable managing my time and workload, solving my own problems, setting priorities and deadlines? Do I keep my sights on results?
- Am I knowledgeable about my agency's procedures and policies? Have I been on the job long enough to know how to do my job in accordance with these policies and procedures?
- Am I an effective communicator and team player, able to express needs objectively and develop solutions?

Steps the employee should take to implement telework

If an employee is interested in teleworking, or already teleworks but wants to ensure that they are an effective teleworker, here are some key steps to success:

- Step 1: Know your agency telework coordinator
- Step 2: Know your agency policy and procedures
- Step 3: Conduct an honest self-assessment of your ability to telework
- Step 4: Talk to your supervisor of your interest in telework
- Step 5: Participate in OPM's online training, *Telework 101 for Employees*
- Step 6: Create a telework agreement
- Step 7: Safeguard data
- Step 8: Plan your work
- Step 9: Manage expectations and communications

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Keys to successful management of a telework program

Managers need to clearly communicate their telework policy to their staff. Even if staff understand that telework is a privilege, not a right, there can still be misperceptions about why some staff are allowed to telework and others are not. Managers should explain to staff which positions are eligible for telework as well as how decisions about whether specific employees will be allowed to telework will be made. Managers should remain equitable when determining whether to approve telework requests. Decisions to deny telework to a specific employee should be based on business reasons or performance, not personal reasons.

A well-written telework agreement and performance plan are essential. These documents allow the employee and the supervisor to establish clear expectations for how logistic issues from telework will be addressed and how the employee's effectiveness while teleworking will be assessed. Failing to provide these increases the likelihood that misunderstandings will occur.

A process for the employee or the supervisor to terminate the telework agreement should be established at the outset. This is an important component of the telework agreement. Although the focus is usually on providing a mechanism for a supervisor to terminate an agreement, it is important to provide a way for employees to terminate the agreement if they recognize telework is not

working for them. One option may be to have the initial telework agreement terminate automatically after 3 months to give the employee and supervisor adequate time to assess whether the new system is working. If teleworking is not achieving the desired results for either party, the agreement automatically expires. Another option would be to build quarterly review schedule into a telework agreement where the supervisor and employee can re-assess the arrangement and make modifications to or terminate the agreement if necessary.

Supervisors and employees need to become comfortable with and proficient at communicating in different ways. Telework may require employees to do more frequent status checks with their supervisor; more of these may occur by phone or email than in person. Supervisors and employees could incorporate a daily status check into their telework agreement, or even an agreement that employees will return calls from their supervisor within a certain time interval. Teleworking employees not only lose face time with their supervisor, but also with their co-workers. An office may need to increase its use of conference calls, video conferencing, and web meetings to maintain communications.

Keys to reducing the operational impacts of teleworking

Rotate responsibilities among staff. Employees with similar responsibilities may be able to rotate who is responsible for those tasks each day of the week. This rotation may even involve staff who are located in different offices. For example, a help desk

support function could be rotated among relevant staff in different offices. This type of rotation also helps build capacity to maintain continuity of operations when employees are on leave or offices have emergency closures.

Use the IT equipment replacement cycle to provide employees with computers for use at home. If an employee's workstation is scheduled to be replaced, replacing their desktop computer with a laptop would allow them to telework. Functional, unused desktops could be used at the telework site as well.

Forward calls from an employee's desk phone to their home, telework site, or cell phone. Maintaining an employee's accessibility to the public or other staff is a major concern for most managers. Using a simple call forwarding system would help alleviate this concern by ensuring the teleworking employee receives all calls rather than relying on them to check their voice mail or pick up messages when they return to the office.

Use video conferencing and web meetings to maintain contact with teleworking employees. These tools can be valuable for keeping teleworking employees engaged in the work of the office, especially for meetings that come up at the last minute that they may not be able to attend.

Develop a staff telework schedule strategy. This strategy would be highly dependent on the type of work involved. In a unit where there are many employees doing similar types of work, it may

be more beneficial to stagger employees' telework days to ensure adequate coverage at the office. Conversely, in a unit where employees are doing different types of work but still need to interact, it may be more beneficial to have employees telework (or not telework) on the same days to maximize the number of days the full complement of staff are present (e.g., staff can only telework on Tuesday, or no one can telework on Monday).

Make employees' telework schedules known to the staff in the work unit. Scheduling meetings involving teleworkers can be simplified if staff know ahead of time when people are scheduled to be in the office. One advantage of providing one day on which employees can telework is that meetings could generally avoid being scheduled on that telework day.

Schedule telework to coincide with regular office hours. Generally, to maximize a teleworker's accessibility to their coworkers and the public, it would be advisable for teleworkers to work the same hours they would in their office. However, part of the advantage of telework is allowing more flexibility in when the employee works. If teleworkers are not scheduled to work during regular office hours, they should be accessible by phone. For example, the telework agreement could specify that on an employee's telework day, they are scheduled to work from 8 to 2 and then from 4 to 6. In this scenario, the agreement could also specify that the employee be available by phone between 2 and 4 because that is during regular office hours.

Telework Agreement - This telework agreement provides a good framework for implementing telework. It can be modified as necessary to address the particular duties and concerns identified with each individual employee.

Agreement Form

Telework Safety Checklist - The department requires safety to be considered when implementing telework. Here is the DOI's safety checklist that allows the supervisor and employee to address safety issues with the telework arrangement.

Safety Checklist

Telework Agreement – IT Security Liability Acceptance Policy - The BLM requires telework employees to sign an agreement stating that they understand that they are responsible for government data, information, and equipment while participating in the telework program.

IT Security Form

Telework Resources

BLM Policy - *IM 2005-241, Telework Policy*, established BLM's telework policy; the policy and attachments contained in this IM are an abbreviated form of the Department of Interior's Personnel Bulletin 05-02 dated February 18, 2005. In April 2008, *IM 2008-113, Telework Policy*, was issued to update BLM's telework policy to include the IT Security Liability Acceptance Policy.

Other BLM Telework IMs

WO-800 - *IM 2008-082, Telework Policy*

Arizona - *IM AZ-2003-034, Teleworking (Flexible Workplace) Policy*

Colorado - *IM CO-2008-053, Colorado Policy for Telecommuting*

Eastern States - *IM ES-2008-013, Eastern States Telework Policy*

Nevada - *IM NV-2004-013, Flexible Workplace Program (Flexiplace)*

New Mexico - *IM NM-2007-019, Telework Center*

Utah - *IM UT-2002-021, Flexible Workplace Policy - Telecommuting*

OPM'S Telework Website - The Office of Personnel Management (OPM), along with partner agencies like the General Services Administration (GSA), provide overall policy guidance for Federal agencies, touching on various aspects of telework including security, emergency planning, official worksite, and information technology. OPM and GSA work together to support telework in Federal agencies. The joint OPM/GSA website www.telework.gov provides information to agencies, managers, and employees about how to effectively implement telework programs and arrangements. OPM and GSA also work directly with telework coordinators in each agency to provide guidance and assistance.

Alternate Work Schedules

Alternate work schedules include any schedule where an employee does not work 5 eight-hour shifts with fixed arrival and departure times. As with telework, AWS is a privilege not a right. There are two major categories of AWS: compressed work schedules and flexible work schedules.

Compressed work schedules include a basic 80-hour biweekly work requirement that is scheduled by the agency to be completed in fewer than ten workdays. Unlike employees working a flexible work schedule, employees working a compressed work schedule have fixed arrival and departure times; they also are not allowed to earn credit hours. The two types of compressed work schedules are (see [Alternate Work Schedule Diagrams](#) for examples):

- **5/4-9** – Employees have a fixed schedule of 8 nine-hour days, 1 eight-hour day, and 1 day off per pay period
- **4-10** – Employees have a fixed schedule of 4 ten-hour days and 1 day off per week

Flexible work schedules include a basic 80-hour biweekly work requirement that allows an employee to determine his or her own schedule within the limits set by the agency. Employees working a flexible work schedule do not have fixed arrival and departure times. However, they must work between

6:00 am and 6:00 pm, and they must be present or on leave during Core Hours. These employees are able to earn credit hours for hours they work beyond their 80-hour requirement. There are four basic types of flexible work schedules (see [Alternate Work Schedule Diagrams](#) for examples):

- **Gliding** – Employees may vary their arrival and departure times each day, but must work 5 eight-hour days per week
- **Variable day** – Employees may vary their arrival and departure times and number of hours each day, but must still work five days and 40 hours per week
- **Variable week** – Employees may vary their arrival and departure times, the number of hours per day, and the number of hours per week, but must still work ten days and 80 hours per pay period
- **Maxiflex** – Employees may vary their arrival and departure times, the number of hours per week, and the number of days per week, but must work during Core Hours three days per week and work 80 hours per pay period

Not all alternate work schedules offer employees the same benefits with respect to reducing commuting costs. Schedules that allow a regular day off (e.g., 4-10, 5/4-9, Maxiflex) would reduce commuting costs the most by eliminating an employee's commute on at least one day per pay period. Schedules that allow flexibility of arrival and departure times (e.g., Gliding, Variable Day,

Variable Week, Maxiflex) may reduce commuting time by allowing the employee to commute during off-peak hours, but there would likely be minimal, if any, reduction in commuting costs.

Considerations for deciding whether to offer and use Alternate Work Schedules

Some employees and some positions are not suited for AWS. Employees who need a structured schedule may not be good candidates for some types of AWS; however, compressed work schedules such as 5/4-9 and 4-10 may still work for these employees. Concurrently, some positions requiring constant, regular customer service would not be suited for AWS unless alternates were available. Even though offering AWS shares some similar considerations as telework, solutions to many of the initial concerns have already been worked out in individual offices.

Keys to successful use of Alternate Work Schedules

Some of the concerns regarding implementation of AWS include increased burden on supervisors to track employees' time and attendance, difficulty in coordinating among team members, and providing full-time availability for internal and external customers. These concerns can be addressed by planning the approved schedules to be consistent with organizational goals or to improve the organization's ability to meet those goals. Establishing a clear, written policy defining core hours and sharing planned work schedules with

affected staff will result in clear expectations both internally and externally regarding when employees on AWS are required to be working. Documenting an employee's approved work schedule using **Form 1400-72** as well as the standard work week hours for employees on compressed work schedules will also improve a supervisor's ability to track and coordinate schedules.

Steps to take to implement an Alternate Work Schedule

- Employee and supervisor identify Alternate Work Schedules that are suitable for position
- Employee and supervisor choose the Alternate Work Schedule
- Employee completes Form 1400-72, Basic Workweek Request
- Enter work schedule in FPPS
- Share Workweek Request with other staff

Alternative Work Schedule Resources

BLM Manual - *Manual 1400-610, Hours of Duty*, addresses BLM policy regarding AWS. The overall policy described in the manual is to use various types of work schedules to improve workforce efficiency, increase productivity and public service, reduce costs, and provide maximum flexibility for meeting employee needs. The manual recommends that Core Hours be from 9:30 am to 11:00 am and

Telework

from 1:00 pm to 2:30 pm, Monday through Friday, and that the normal tour of duty will be between 6:00 am and 6:00 pm. Authorized officials can set other Core Hours for their work unit. The manual also establishes that all offices must be adequately staffed to conduct normal business during regular business hours and that a manager or supervisor must be available on all workdays unless there is a special or emergency situation.

Alternate Work Schedules

Basic Workweek Schedule Form 1400-72 - Documenting an employee’s approved work schedule using *Form 1400-72* improves a supervisor’s ability to track and coordinate schedules. It may also be useful to use Form 1400-72 to identify a “typical” workweek for employees on Maxiflex.

Other BLM Alternate Work Schedule IM’s

Alaska – *IM AK-2004-015, Alternate Work Schedules*

Arizona – *IM AZ-2006-008, Change 1: Work Schedules & Time and Attendance*

Colorado – *IM CO-2008-041, Alternative Work Schedules (AWS) and Hours of Duty*

Eastern States – *IM ES-2008-003, Alternate Work Schedules*

Montana – *IM MT-2005-049, Alternate Work Schedules (AWS)*

New Mexico – *IM NM-2008-032, Alternative Work Schedule (AWS) Policy*

Transportation Subsidies

Other Alternatives

Transportation Subsidies

The transportation subsidy program allows employees to receive financial support for commuting to work using mass transportation or commuter highway vehicles. A commuter highway vehicle has seating capacity for at least six people, not including the driver, and is used for transporting employees to or from work for at least 80% of the mileage; this category includes vanpools, but not carpools. The maximum subsidy under this program is \$230 per month.

Considerations for deciding whether to offer and use transportation subsidies

The following are some considerations for deciding whether to offer the transportation subsidy program at a particular office:

- Is public transportation available?
- Will the public transportation schedule allow for meeting the agencies mission?
- Is a commuter highway vehicle available or can one be acquired?
- Will it be a priority to fund this program?

Keys to successful use of transportation subsidies

The following are some keys for successful use of the transportation subsidy program:

- Make the benefit known and available to all employees
- Research availability and costs of alternate modes of transportation for the area and provide information to employees
- Set aside funds for the program
- Establish or distribute clear policy regarding reimbursement

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Steps to take to enroll in the Transportation Subsidy Program

- Contact your office’s Transportation Subsidy Program Coordinator
- Complete the Public Transportation Subsidy Program Application
- Complete the Commuting Expense Worksheet
- Take the online training (DOI Learn)
- Relinquish parking privileges, if applicable
- Submit the application, commuting expense worksheet, and training completion certificate to your office’s Transportation Subsidy Program Coordinator

Transportation Subsidy Resources

Transportation Subsidy Executive Order - *Executive Order 13150*

2000 DOI *Departmental Memorandum* on the Transportation Subsidy Program.

Department of Interior Transportation Subsidy of *frequently asked questions*

There is no national-level BLM guidance regarding the transportation subsidy program; the Bureau follows the departmental guidance for administering this program. Transportation Subsidy Coordinators have been identified for each State Office, Center, and WO organization. Only one state has issued their own guidance regarding this program;

Arizona Transportation Subsidy Policy
IB AZ 2006-020

Subsidy Program Application Form -
Public Transportation Subsidy Program Application Form (04/09)

Commuting Expense Worksheet -
Transit Subsidy Commuting Expense Work Sheet (04/08)

Other Alternatives

Bicycle commuting programs

Programs that encourage or facilitate employee commuting by bicycle also help reduce employee commuting costs; these programs also have ancillary benefits to employee health, traffic congestion, and other impacts from commuting by motor vehicle. One example of such a program can be found at the California State Office in Sacramento. The California State Office encourages bicycle commuting by providing a secure bike storage area, a shower, and lockers.

Implementing programs for facilitating bicycle commuting have been made easier with the passage of the *Energy Improvement and Extension Act of 2008* (PL 110-343). Section 211 of this act contains a provision that expands the transportation subsidy program for Federal employees to include bicycle commuters. The provision would allow agencies to reimburse employees who regularly commute by bike up to \$20 per month for costs associated with the purchase of a bicycle and equipment, repair, and storage. BLM is currently developing policy on how to implement this program within the Bureau, which will ultimately provide managers an additional tool to help their employees reduce their commuting costs.

Awards

Some employees suggested using non-monetary awards such as gas cards and parking passes to help reduce their commuting costs. This may be an option to consider. However, current policy regarding these types of awards requires that they be taxed, so the savings to the employee would ultimately be negligible.

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The full report entitled
Tools for Reducing Employee Commuting Costs
is not yet posted on the web. When it is this link will direct readers to the site.

U. S. DEPARTMENT OF THE INTERIOR
Bureau of Land Management

TELEWORK AGREEMENT BETWEEN SUPERVISOR AND EMPLOYEE APPROVED FOR TELEWORK

The supervisor and the employee should each keep a copy of the agreement for reference.

Voluntary Participation

Employee voluntarily agrees to work at the Bureau-approved alternative workplace indicated below and to follow all applicable policies and procedures. Employee recognizes that the telework arrangement is not an employee entitlement but an additional method the agency may approve to accomplish work.

Salary and Benefits

The employee understands that his/her salary and benefits remain the same as at his/her official duty station.

Duty Station and Alternative Workplace

The employee understands that his/her official duty station remains _____, and that all pay, leave, and travel entitlements are based on the official duty station.

Supervisor and employee agree that the employee's approved alternative workplace is:

Home work area

Address: _____

(Street number, street name, city, state)

Phone Number: _____

Fax Number: _____

Cell Phone Number: _____

E-mail Address: _____

GSA Telework Center

Address: _____

(Street number, street name, city, state)

Phone Number: _____

Fax Number: _____

Cell Phone Number: _____

E-mail Address: _____

Other Approved Alternative Worksite

Address: _____
(Street number, street name, city, state)

Phone Number: _____

FAX Number: _____

Cell Phone Number: _____

E-mail Address: _____

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per week.

Official Duties

Unless otherwise instructed, employee agrees to perform official duties only at the official duty station or Bureau/Office approved alternative workplace. Employee agrees not to conduct personal business while in official duty status at the alternative workplace.

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

Work Schedule and Tour of Duty

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule. Supervisor and employee agree to this work schedule.

(If intermittent, the telework agreement should include procedures for approval of specific days/ hours at alternative worksite. Supervisor and employee may agree to a telework arrangement on a trial basis for a certain period of time and time period should be specified in this agreement.)

Day	Per Week	Per Pay Period	Fixed Work Schedule	Alternative Work Schedule <i>(Flexible or Compressed)</i>	Duty Hours <i>(Specify Hours of Work and Lunch Break)</i>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Time and Attendance

The supervisor agrees to certify biweekly the time and attendance for hours worked at the alternative workplace in the same manner as if the employee reported for duty at the traditional

worksite. Employee will be required to self certify time and attendance, in a format determined by the supervisor.

Leave

Employee agrees to follow established office procedures for requesting and obtaining approval of leave.

Overtime

Employee may work overtime only when overtime is scheduled and approved in advance by his/her supervisor. Employee understands that there is no compensation for unauthorized overtime work. Administrative or disciplinary action may result if employee performs unauthorized overtime work.

Equipment/Supplies

Employee agrees to protect any Government-owned equipment and to use the equipment only for official purposes. The Bureau agrees to service and maintain any Government-owned equipment issued to the telework employee. The employee agrees to report malfunctions in Government-owned equipment to the supervisor, and the employee agrees to bring such equipment to the traditional office for maintenance and/or repairs if necessary.

If personal equipment is to be used for telework, the employee agrees to install, service, and maintain the personal equipment. The Bureau agrees to provide the employee with all necessary office supplies and also reimburse the employee for business-related long distance telephone calls.

Security

Employee agrees not to remove classified/proprietary/sensitive material (hard copy or electronic) from the official duty station and to safeguard all information removed from official duty station, created at alternative worksite in accordance with the Federal Records Act, FOIA, Privacy Act, etc. Employee agrees to protect federal records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

If the Government provides computer equipment for the alternative workplace, employee agrees to comply with Department security procedures and ensure adequate security measures are in place to protect the equipment from being damaged, stolen, or accessed by unauthorized individuals. Employee understands and agrees to accept responsibility and will be liable for damaged or stolen equipment.

The employee understands that the Government will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

The employee agrees to follow the policies concerning personal use of office equipment and library collections while working at the alternative worksite.

Work Area

If the alternative worksite is the employee's home, he/she agrees to designate one area in the home as the official work or office area for performance of official duties. The employee understands that the home office is a space set aside for the employee to work, and that family responsibilities must not interfere with work time. This area is the only area in the employee's home that is subject to the Government's potential exposure to liability. The employee must complete a self-certification safety checklist (Appendix D) to certify that the work area is safe in accordance with Federal Occupational Safety and Health Administration (OSHA) standards.

Workplace Inspection

The employee agrees to permit the access to the alternative home-based worksite by agency representatives as necessary during the employee's normal working hours.

Alternative Workplace Costs

Unless otherwise agreed to, the employee understands that the Government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite such as home maintenance, insurance, or utilities. The employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations.

Safety and Workers' Compensation

Employee understands that he/she is covered by the Federal Employees' Compensation Act (FECA) for injuries and work-related illnesses sustained while performing official Government duties at the regular office or the alternative worksite. The employee agrees to notify the supervisor immediately of unsafe and/or unhealthful conditions and practices at the alternative worksite and personal conditions (physical or mental) that adversely affect his or her ability to perform work in a safe and healthful manner. The employee agrees to report to his/her supervisor immediately any job-related incident that results in or has the potential to cause injury, illness, or property damage and to complete any required forms. The supervisor accepts the responsibility to investigate the incident immediately and to complete and submit a safety report to the Bureau Safety Manager. Where internet access is available, the supervisor will enter the report of the incident in the Department's Safety Management Information System (SMIS) at the Web address <http://www.smis.doi.gov>.

Work Assignments/Performance

Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee performance plan. The employee agrees to provide regular reports if required by the supervisor for evaluating performance. The employee understands that a decline in performance may be grounds for canceling the alternative workplace arrangement. The Bureau agrees to ensure employee is properly notified of job-related training, conferences, workshops, office meetings, etc.

Records Management Considerations

Employee agrees that he/she will ensure that files, records and reference material used or created at the alternative worksite are properly safeguarded, returned to and incorporated in the official office files as appropriate, to include adherence to the provisions of records management policy, the Privacy Act, FOIA, and Federal Records Act.

Standards of Conduct

Employee agrees that he or she continues to be bound by all conflict of interest statutes and regulations while working at the alternative worksite that would apply if working at the official worksite.

Disciplinary Actions

Nothing in this agreement precludes the Bureau from taking any appropriate disciplinary or adverse action against employee for any conduct issues associated with teleworking, including failure to comply with the telework agreement.

Denial or Termination of Telework Agreements

Employees may be terminated from participation in the telework program at any time their performance falls below the satisfactory level; when customer service is adversely affected; when leave restrictions become necessary; and/or conduct issues arise or other requirements of the telework agreements are not fulfilled. Employees are not eligible to participate in telework if they have unresolved performance deficiencies documented during progress reviews, or who are under a performance improvement plan (PIP) or a formal (written) leave restriction. Their participation may be reconsidered when the performance or leave issues have been corrected. Employees who have successfully completed a PIP may be allowed to participate after they have maintained a satisfactory level of performance for a full year. Because of conduct or other performance concerns, a supervisor may have a valid reason for disapproving telework. Telework is not an employee’s right and approval or written termination is within the supervisor’s discretion.

The Bureau agrees to follow any applicable administrative or negotiated procedures. Employee understands that the Bureau may suspend the telework agreement, and the supervisor may notify the employee to resume working at the official duty station. Suspension of a telework agreement could be for such circumstances as employee’s performance not meeting the prescribed performance standard, or the telework arrangement does not meet the needs of the organization; for example, when there are office vacancies or peak workload periods.

Effective Date

The effective date of this telework agreement is _____

Signatures

Employee’s Signature and Date: _____

Supervisor’s Signature and Date: _____

Department of the Interior
Work at Home Telework Safety Checklist
Employee Certification

The following checklist is designed to assess the overall safety of the alternative worksite. Each telework employee should read and complete this self-certification safety checklist. Upon completion, the checklist should be signed and dated by the participating employee and returned to his/her immediate supervisor. Employee should retain copy for his or her own records.

Employee name		Title	
Name of Organization/Supervisor's Name			
Home Address	City and State		Zip code
Telephone (Home)	Telephone (Work)	Telephone (Cell)	
Title		PP, Series, Grade	
Describe worksite in home			
I believe the Safety Checklist below is accurate and my home is a reasonably safe place to work.			
Employee signature	Date		
Supervisor signature	Date		

List of Items/Conditions to Inspect –

Check Yes, No, or Not Applicable (N/A) as appropriate	Yes	No	N/A
1. Is the workspace free of asbestos-containing materials?			
2. If asbestos-containing material is present, is it undamaged and in good condition?			
3. To the extent it can be determined, is the work area free of indoor air quality problems?			
4. Is the space free of noise hazards?			
5. Are temperature, noise, ventilation, and lighting adequate for your normal level of job performance?			
6. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, Bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling, etc.)?			
7. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?			
8. Do circuit breakers clearly indicate if they are in the open or closed position?			
9. Will the building's electrical system permit the grounding of electrical equipment (a 3-prong receptacle)?			
10. Is there a potable (drinkable) water supply?			
11. Are all stairs with four or more steps equipped with handrails?			
12. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?			
13. Are file cabinets and storage closets arranged so drawers and doors do not open into hallways?			
14. Are the phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?			
15. Is there a smoke detector in or near the work area?			
16. Is adequate ventilation present for the desired occupancy?			
17. Are lavatories available with hot and cold running water?			
18. Do chairs have any loose casters or wheels?			
19. Are the rungs and legs of chairs sturdy?			
20. Is the office space neat, clean, and free of excessive amounts of combustibles?			
21. Are the floor surfaces clean, dry, level, and free of worn or frayed seams?			
22. Are carpets well secured to the floor and free of frayed or worn seams?			
23. Do you have an emergency or contingency plan in place with emergency telephone numbers And means of escape?			

Check Yes, No, or Not Applicable (N/A) as appropriate	Yes	No	N/A
24. Is your chair adjustable?			
25. Do you know how to adjust your chair?			
26. Is your back adequately supported by a backrest?			
27. Are your feet on the floor or fully supported by a footrest?			
28. Are you satisfied with the placement of your computer monitor, mouse, and keyboard?			
29. Is it easy to read the text on your screen?			
30. Do you need a document holder?			
31. Do you have enough leg room at your desk?			
32. Is the computer monitor screen free from noticeable glare?			
33. Is the top of the computer monitor screen at eye level?			
34. Is there space to rest the arms while not keying?			
35. When keying, are your forearms parallel with the floor?			
36. Are your wrists fairly straight when keying?			
<p>Note: Employees are responsible for informing their supervisors of any significant change to work area or space!</p>			
<p>Remarks:</p>			

Telework Agreement – IT Security Liability Acceptance Policy

As an approved telework employee, I understand and accept my responsibilities for security protections while telecommuting, as set forth below:

1. I must comply with all Bureau and Department security and information technology policies and procedures. I must ensure that adequate security measures are in place to protect all Government equipment from being damaged, stolen or accessed by unauthorized individuals while in my control. I must use the same precautions at an alternate worksite to secure and protect all Government owned equipment as is done at work.
2. I am liable for all damage to, or theft of Government equipment.
3. I am responsible for ensuring that records created and/or maintained at an alternate worksite comply with the requirement of the Federal Records Act, the Privacy Act, the Federal Information Security Management Act of 2002 and the FOIA. This will require locked cabinets or other means of securing all Government equipment and sensitive information at an alternative worksite.
4. I must maintain all mandatory annual awareness training in the Privacy Act and IT Security.
5. I understand that privacy risks include not just the handling of paper records and information stored on PCs, CDs, and other portable storage devices, but also wireless communications and remote access to Bureau and Department databases. All e-mail containing privacy protected information must be encrypted using the Lotus Notes encryption function.
6. I must inform my IT Security Officer within one hour of any loss, theft, or inadvertent disclosure of personally identifiable information. I understand that failure to disclose this information can result in disciplinary action.

OMB Circular A-130, Appendix III, Security of Federal Automated Information Resources, states that there is a “presumption that all [systems] contain some sensitive information”. Sensitive information as defined by the Computer Security Act of 1987 is “....any information, 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 section 552a of Title 5, United States Code.....to be kept secret in the interest of national defense or foreign policy.”

I have read and understand the implications of these laws regarding the protection of sensitive information, and accept my responsibilities for information security. I accept that my failure to adhere to the responsibilities regarding security protections set forth above will result in the termination of my telework agreement and may result in civil and/or criminal proceedings.

Employee Signature and Date

Supervisor Signature and Date

The following diagrams illustrate the various alternate work schedules available to employees.

Compressed Work Schedules

Compressed work schedules have two common characteristics: 1) arrival and departure times are fixed and are not flexible, and 2) credit hours cannot be accrued. Differences between compressed work schedules are displayed below.

The 5/4-9 schedule has the following characteristics:

- The basic work requirement is 80 hours every two weeks.
- Full-time employees work 8 nine-hour days and 1 eight-hour day and have 1 non-workday per pay period.

An example of a 5/4-9 schedule is displayed in the following table.

Week 1		
	Work Hours	Hours worked
	6:00-6:00	
M		9
T		9
W		9
Th		9
F		9
Total hours worked Week 1		45
Week 2		
	Work Hours	Hours worked
	6:00-6:00	
M		9
T		9
W		9
Th		8
F		0
Total hours worked Week 2		35
Total hours worked in pay period		80

The 4-10 schedule has the following characteristics:

- The basic work requirement is 40 hours per week.
- Full-time employees work 4 ten-hour days and have 1 non-workday per week.

An example of a 4-10 schedule is displayed in the following table.

	Work Hours 6:00-6:00	Hours worked
M		10
T		10
W		10
Th		10
F		0
Total hours worked		40

Flexible Work Schedules

Flexible work schedules have two common characteristics: 1) employees may vary arrival and departure times each day within flexible time bands, but must be present during Core Hours or on approved leave, and 2) credit hours can be accrued. Differences between flexible work schedules are displayed below.

Gliding schedules have the following characteristics:

- The basic work requirement is 40 hours per week.
- Full-time employees work 5 eight-hour days per week.

An example of a gliding schedule is displayed in the following table.

	Flex 6:00-9:30	Core 9:30-2:30	Flex 2:30-6:00	Hours worked
M				8
T				8
W				8
Th				8
F				8
Total hours worked				40

Variable day schedules have the following characteristics:

- The basic work requirement is 40 hours per week.
- Full-time employees work 5 days per week and can vary the length of the workday.

An example of a variable day schedule is displayed in the following table.

	Flex 6:00-9:30	Core 9:30-2:30	Flex 2:30-6:00	Hours worked
M				10
T				7
W				10
Th				7
F				6
Total hours worked				40

Variable week schedules have the following characteristics:

- The basic work requirement is 80 hours every two weeks.
- Full-time employees work 5 days per week and can vary the length of the workday and workweek.

An example of a variable week schedule is displayed in the following table.

Week 1				
	Flex 6:00-9:30	Core 9:30-2:30	Flex 2:30-6:00	Hours worked
M	█		█	10
T			█	9
W	█		█	10
Th			█	8
F	█			8
Total hours worked Week 1				45

Week 2				
	Flex 6:00-9:30	Core 9:30-2:30	Flex 2:30-6:00	Hours worked
M				7
T			█	8
W	█			8
Th				6
F	█			8
Total hours worked Week 2				37
Total hours worked in pay period				82
Credit hours earned				2

Maxiflex schedules have the following characteristics:

- The basic work requirement is 80 hours every two weeks.
- Full-time employees work can vary the length and number of workdays each week.

An example of a maxiflex schedule is displayed in the following table.

Week 1				
	Flex	Core	Flex	Hours worked
	6:00-9:30	9:30-2:30	2:30-6:00	
M				8
T				9
W				10
Th				10
F				6
Total hours worked Week 1				43

Week 2					
	Flex	Core	Flex	Hours worked	
	6:00-9:30	9:30-2:30	2:30-6:00		
M					0
T				7	
W				11	
Th				11	
F				10	
Total hours worked Week 2				39	
Total hours worked in pay period				82	
Credit hours earned				2	