



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
HUMAN RESOURCES
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1634

JAN 9 2009

MEMORANDUM FOR DODEA SUPERVISORS

SUBJECT: DoDEA Telework Guidance

References: (a) DoD Instruction 1035.1, "Telework Policy," April 3, 2007
(b) DoD Telework Policy Web Site, "Department of Defense Telework Policy and Guide," <http://www.cpms.osd.mil/telework.aspx>

The Department of Defense Education Activity (DoDEA) has adopted the DoD policy regarding telework (References (a) and (b)). The DoD policy for telework is located at <http://www.cpms.osd.mil/telework.aspx>. This policy implements the requirements of section 359 of Public Law 106-346, which requires each Executive Agency to establish a policy under which eligible agency employees may participate in teleworking to the maximum extent possible without diminished employee performance.

It is DoDEA policy that telework shall not commence for an employee until after a DoDEA Telework Agreement (Attachment 1) is approved by the supervisor and DoDEA Telework Program Coordinator, and all necessary arrangements are completed by the employee and supervisor; including execution of the DoDEA Telework Arrangement Checklist (Attachment 2), and DoDEA Safety and Security Checklist for Home-Based Telework (Attachment 3). If telework is to be performed at a GSA Telework Center, the employee is required to register with the Telework OnLine Billing System at <http://www.tolbs.com>.

Telework is recognized as an effective human capital management tool with a proven track record of increasing employee productivity, attracting and retaining high performers, and helping employees balance work and family obligations. Additional information about telework is located at <http://www.telework.gov>. Questions regarding this memorandum should be directed to the DoDEA Telework Program Coordinator at tilmon.parker@hq.dodea.edu or (703)588-3804.


Lenoir Graham
Human Resources Director

Attachments:
As stated

ATTACHMENT 1

DODEA TELEWORK AGREEMENT

The following constitutes the terms and conditions of the telework agreement between the employee listed below and DoDEA.

Employee Name: _____
(Last Name, First Name, Middle Initial)

Directorate/Division: _____ Branch/Section/Unit: _____

Pay Plan: _____ Series-Band: _____

Position Title: _____

This position has been categorized as a Core Telework Situational Telework eligible position. An employee can still be assigned to telework as a situational teleworker even if the position has been declared as a core telework position.

Voluntary Participation:

The employee voluntarily agrees to work at DoDEA, approved alternative worksite indicated below and to follow all applicable policies, instructions, and procedures. The employee recognized that the telework arrangement is not an employee right but an additional tool DoDEA's management may approve to accomplish the agency mission.

Modifications to Telework Arrangement:

The employee agrees to be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day(s) in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent modification of the telework arrangement must be reflected by execution and approval of a new DoDEA Telework Agreement.

Official Duty Station:

The employee's official duty station for such purposes as determining special salary rates, locality pay adjustments, and travel is identified on the most recent Standard Form (SF) 50, *Notification of Personnel Action*. The employee's official duty station is (*fill in complete address*):

Official Duty Address: _____

Telework Schedule:

DAY	WORKSITE				WORK SCHEDULE			OTHER DUTY HOURS <i>(specify hours of work and lunch break)</i>
	OFFICE		ALTERNATIVE WORKSITE		STANDARD	ALTERNATIVE		
	1 st	2 nd	1 st	2 nd	(8:00 – 4:30)	FWS	CWS	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Type of Telework:

- Core Telework:** Telework that occurs on a routine, regular, and recurring basis away from an employee’s principal place of duty (e.g., at home, at a telework center, at an alternate location) one or more days per week.
- Situational Telework:** Telework that occurs on an occasional, non-routine basis.

Disability and Medical Conditions:

The DoD telework policy can be used as a reasonable accommodation for a qualified disability or as an accommodation for a temporary disability or for temporary medical reasons.

Indicate the appropriate selection for this Telework Agreement.

- Qualified Disability:** The employee is using telework as a reasonable accommodation for a qualified disability.
- Temporary Disability/Temporary Medical Reasons:** The employee is using telework as an accommodation for a temporary disability or for temporary medical reasons.
- Not Applicable (N/A):** The employee is not using telework as an accommodation for a qualified/temporary disability or for temporary medical reasons.

Alternative Worksite:

The employee’s alternative worksite is *(fill in the complete address, telephone number, and fax number including area code; if home based identify the location of the designated area in the home where telework will be performed).*

- Home Office and Work Area:**
- Address and Location: _____
- City: _____ State: _____ ZIP: _____
- Phone: _____ Fax: _____
- Email: _____

GSA Telework Center:

Telework Center's Name: _____
Address and Location: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Fax: _____
Email: _____

Other Approved Alternative Worksite:

Location Name: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Fax: _____
Email: _____

Work Assignments and Performance:

The employee and supervisor agree to exercise good communications skills and to work cooperatively. The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to the critical elements and performance standards for his or her position. The employee agrees to meet with the supervisor to receive assignments and to review completed work as necessary or appropriate, and/or to provide regular reports if required by the supervisor. The supervisor will monitor and evaluate the employee's productivity and performance on criteria and milestones determined by the supervisor.

The employee agrees to continue to demonstrate performance at the fully successful or higher level.

Work-at-Home Telework:

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

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

The government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

Emergency Dismissal or Closure Procedures:

One of the major benefits of the telework program is the ability of telework employees to continue working at their alternative worksites during a disruption of government operations. The supervisor is responsible for determining the necessary action regarding teleworkers to continue to work at their alternative worksites on their telework day during emergency situations when the agency is closed.

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power 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 off or credit hours, 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 a large 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.

Additionally, 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 with the supervisor consent.

Telework employees who are required to work during their regular tour of duty on a day when their agency is closed (or when other employees are dismissed early) are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly scheduled hours.

Time and Attendance:

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The time that a teleworker actually performs work at his or her alternative worksite during his or her tour of duty hours shall be recorded on the teleworker's time log and coded in the Automated Time and Attendance Processing System (ATAAPS).

In order to properly identify telework for all types of working situations (regular, holiday, overtime, etc.), time and attendance will provide the capability to uniquely capture these hours. The environmental/hazard/other field will be used to capture this information. The codes are TW (Telework Regular), TS (Telework Ad Hoc/Situational), and TM (Telework Medical). Situational Telework can also be referred to as irregular.

The time that a teleworker does not perform work at his or her alternative worksite during his or her tour of duty hours, and the time that a teleworker performs work at his or her alternative worksite during other than his or her tour of duty hours (with the required advance approval), shall be recorded on the teleworker's time log and in DCPS using the normal time and attendance codes (e.g., annual leave, credit hours, overtime).

Leave:

The employee agrees to follow established office procedures, regulations, and law for requesting and obtaining approval of leave and credit hours, the latter if applicable.

Overtime:

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action. Overtime provisions that apply to employees working at a traditional worksite apply to employees who telework.

Security and Equipment:

The employee is responsible for the security of all official data, protection of government-furnished equipment and property, and carrying out the mission of the Department of Defense at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any government furnished equipment.

The employee agrees to follow all existing security policies and procedures, protect government records from unauthorized disclosure or damage, and comply with the provision of the Privacy Act of 1974. Such records and files remain the property of the government and should be retained separately from personal files.

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For core telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment.

Where the employee has been approved by the supervisor to use their personal computers and equipment for telework on non-sensitive unclassified data, remote access software must not be loaded into employee's personal computers for official purposes. The employee is responsible for the installation, repair and maintenance of all personal equipment.

DoDEA is responsible for the maintenance of all government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at DoDEA's request.

Liability and Injury Compensation:

The government is not liable for damages to the 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 and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

Standards of Conduct:

The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using government-furnished equipment.

Mileage Savings:

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

Termination of the Telework Agreement:

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. If the employee elects to withdraw from the telework program, he or she is expected to give sufficient notice (normally 2 weeks) so that arrangements can be made to accommodate his or her return to the traditional worksite. DoDEA's management shall terminate the telework agreement if the employee's performance does not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

Date

Employee's Signature
Type or Print Employee's Name above line

Date

Supervisor's Signature
Type or Print Supervisor's Name & Title above line
Include Supervisor's Phone Number

Approval and Effective Date:

This Telework Agreement meets the requirements of DoD Telework Program and is approved.

The telework arrangement covered by this Agreement shall begin on or after _____.

Date

Telework Program Coordinator's Signature
Type or Print Name above line
Include Phone Number

ATTACHMENT 2

DODEA TELEWORK ARRANGEMENT CHECKLIST

Employee Name: _____
(Last Name, First Name, Middle Initial)

Directorate/Division: _____ Branch/Section/Unit: _____

Pay Plan: _____ Series – Band: _____

Position Title: _____

Purpose of Checklist:

The following checklist is designed to ensure that the employee is properly oriented to the procedures of the DoD Telework Program. Signify the completion of each activity by answering in the space provided.

Paperwork

1. Yes No Employee has received and read a copy of DoD Telework Policy and Guide.
2. Yes No Employee has completed and received approval of a DoDEA Telework Agreement from the DoDEA Telework Program Coordinator.
3. Yes No If the alternative worksite is home-based, employee has completed a DoDEA Safety and Security Checklist for Home-Based Telework.
4. Yes No If the alternative worksite is a telecenter, employee has completed and received all approvals through the Telework OnLine Billing System (TOLBS).
5. Yes No Employee has completed a property pass for all government-furnished property.

Termination of the Telework Arrangement

6. Yes No Employee understands he or she must adhere to the terms and conditions of his or her telework agreement, or the telework arrangement may be terminated.
7. Yes No Employee understands his or her telework arrangement shall be terminated if he or she performs at a less than fully successful level or the arrangement does not meet organizational needs.
8. Yes No Employee understands he or she may terminate this arrangement by notifying the immediate supervisor in writing in advance (normally 2 weeks). Employee may be required to continue to telework for a reasonable period (not to exceed 30 days) until arrangements are made for his or her return to the traditional worksite.

Date

Employee's Signature
Type or Print Employee's Name above line

Date

Supervisor's Signature
Type or Print Supervisor's Name & Title above line
Include Supervisor's Phone Number

DISTRIBUTION:
Original – DoDEA Telework Program Coordinator
Copies – Employee and Supervisor

ATTACHMENT 3

DODEA SAFETY AND SECURITY CHECKLIST FOR HOME-BASED TELEWORK

The following checklist is designed to assess the overall safety of your alternative worksite. Please read and complete the self-certification safety checklist. Upon completion, you and your supervisor should sign and date the checklist in the spaces provided.

Employee Name: _____
 (Last Name, First Name, Middle Initial)

Directorate/Division: _____ Branch/Section/Unit: _____

Pay Plan: _____ Series – Band: _____

Position Title: _____

Alternative Worksite Location:

Workplace Environment			
1.	Are temperature, noise, ventilation and lighting levels adequate for maintaining your normal level of job performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	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 to the ceiling)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Will the building's electrical system permit the grounding of electrical equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date

Employee's Signature
Type or Print Employee's Name above line

Date

Supervisor's Signature
Type or Print Supervisor's Name & Title above line
Include Supervisor's Phone Number

DISTRIBUTION:
Original – DoDEA Telework Program Coordinator
Copies – Employee and Supervisor