



## Telework Program

The OIG supports work-at-home and other alternative workplace arrangements, called telework or telecommuting, when the arrangement contributes to the accomplishment of the agency's mission and work objectives.

### Which employees can telework and who decides this?

Telework is a benefit, not an employee entitlement. Your supervisor will determine if your job duties are suitable for telework. In making the determination, your supervisor will also consider your personal work characteristics. In this regard, you should be an organized, highly disciplined, and conscientious self-starter who requires minimal supervision. For example, telework is not suitable for employees who need to be in the office to learn the organization, who require on-the-job training, or who need close supervision. Ultimately, it's up to your supervisor to decide whether you can telework or not.

Non-supervisory employees at the GS-15 level and below can telework if their supervisors approve it. In certain circumstances, supervisory employees can telework if appropriate (i.e., to accomplish specific tasks more effectively).

### How many days per week may you telework?

You may telework 1-2 days per week. In limited circumstances (e.g., special projects), supervisors can approve up to 5 days per week if work productivity would benefit. You can work a fixed schedule [i.e., same day(s) each pay period] or intermittently based upon project needs. To be effective, only **whole** telework days are permitted, except for limited circumstances (e.g., you work at home for 4 hours and take leave for the remaining 4 hours). Telework schedules can be the same as those in the office (e.g., 5-4-9 schedules or 4-10 schedules are allowed). As needed, your supervisor can require you to report to the office on a scheduled telework day. We would anticipate that supervisory employees, allowed to telework, would only do so on an intermittent basis.

### Can you use GSA Telework Centers?

On a case-by-case basis, the IG may approve the renting of space at GSA Telework Centers.

### What costs will the OIG cover and what equipment will be provided?

- A notebook computer with standard OIG software packages, if available and if needed. To request a loaner notebook, please contact your supervisor and/or the Office of Management (OM) at (202) 927-5200.
- Business-related long distance telephone charges via your Government telephone credit card.
- Virtual Private Network software for your home computer if you choose.

You pay all other telework costs (e.g., utility expenses, software for your home computer, the cost of a second phone line or high speed Internet connection if needed, and any office equipment/supply purchases, such as file cabinets, etc.).

### How do you get approved for telework?

First, talk with your supervisor to see if your individual circumstances are conducive to offsite work. If yes, then both you and your supervisor will sign a written Work Agreement (Attachment) specifying the terms of your telework arrangement. The Work Agreement covers various items such as:

- The telework assignment is for performing official OIG duties, not personal business.
- Your telework days and duty hours.
- Communication during your telework duty.
- Work assignment and performance requirements.
- Your agreement to provide a safe work area adequate for the performance of your duties.
- Proper use and safeguard of Government property and records.

**How will your supervisor measure your productivity while teleworking?**

Your supervisor will monitor your work in the same manner as if you were working in the office, and that means managing by results. As appropriate, your supervisor may establish specific deliverables to be completed during telework day(s) or require you to report how you spent your time while teleworking.

**To what extent should you be reachable during your scheduled telework duty?**

Your supervisor/office should be able to reach you **within a few minutes** either by telephone, email or cell phone/pager during your scheduled telework duty hours.

**Can you use your home computer?**

Yes, but only with the understanding that you ensure that your home computer has updated anti-virus protection software installed and operational at all times.

**Are there restrictions on the type of Government documents/material you can work on at home?**

Yes. You **cannot** work on any documents or materials formally marked “Confidential,” “Secret,” or “Top Secret,” or containing grand jury or tax return (6103) information. Also the material you can process on a Government-owned computer differs from what is allowed on your home computer:

- On a Government-owned computer, you may process “Sensitive But Unclassified” information (e.g., Limited Official Use Only material, or personnel/employee information such as social security numbers, etc.).
- On your home computer, you may process **non-sensitive** information **only**.

**Can you check your office email account from home?**

Yes, you may use a Government-owned notebook computer by VPN or Blackberry device to connect, if issued. For assistance, please call the Office of Management at (202) 927-5200.

**If you have a question about this policy, whom can you contact?**

Please contact the Office of Management at [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov) or (202) 927-5200.

TREASURY OIG TELEWORK AGREEMENT

We, \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_, agree as follows:  
(Employee) (Supervisor) (Office)

**A. Voluntary Participation**

The Employee volunteers to work and to follow OIG policies and procedures at the approved telecommuting workplace in Item C; recognizes that telecommuting is not an entitlement, but an alternative work method approved by the OIG to accomplish the agency's mission and work objectives; and agrees to be reachable within minutes when telecommuting.

**B. Salary and Benefits**

Telecommuting does not change the Employee's pay, leave, and travel entitlements.

**C. Duty Station and Alternate Workplace**

The Employee agrees to telecommute at \_\_\_\_\_ or \_\_\_\_\_.

**D. Official Duties**

The Employee agrees to do only OIG work and comply with OIG standards of conduct when telecommuting.

**E. Work Schedule and Tour of Duty**

The employee's official work hours when telecommuting will:

- 1) Depend on work and vary \_\_\_\_, OR 2) Be set for the following: Days \_\_\_\_\_ Hours \_\_\_\_\_.

**F. Leave and Overtime**

Established office procedures for requesting approval for leave and overtime/compensatory time apply.

**G. Equipment and Records**

The Employee agrees to protect OIG equipment, safeguard Treasury records from unauthorized disclosure, and service and maintain their personal equipment.

**H. Liability**

The OIG is not liable for damages to real or personal property, except to the extent the Federal Tort Claims or the Military Personnel and Civilian Employees Claims Act hold the agency liable.

**I. Work Area**

The Employee agrees to provide a safe work area adequate for the performance of official duties.

**J. Telecommuting Cost**

The OIG does not reimburse for home telecommuting work site operating costs.

**K. Injury Compensation**

The Federal Employee's Compensation Act covers employees injured in the course of performing official duties when telecommuting. The Employee agrees to notify the Supervisor immediately of any accident or injury and to complete any required forms when telecommuting. The Supervisor agrees to investigate reports immediately.

**L. Work Assignments/Performance**

The Employee agrees to complete all assigned work according to procedures agreed upon with the Supervisor, and to provide regular reports as required to help judge performance.

Employee's signature and date: \_\_\_\_\_

Supervisor's signature and date: \_\_\_\_\_

*Supervisors: Please maintain a copy of this agreement locally.*