

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		Number: 4080-811-002
SUBJECT: Teleworking Program	DATE: June 2, 2005	
	OPI: Office of Human Capital Management	

## 1 PURPOSE

This regulation sets forth the authority, policy, and responsibilities for managing Teleworking Programs within the Department of Agriculture (USDA).

## 2 POLICY

- a USDA supports programs that benefit management in the recruitment of potential applicants and retention of current employees; that reduce the cost of office space, sick leave usage, and workers compensation; that assist employees in managing their work and family responsibilities and that improve air quality and reduce traffic congestion. Teleworking can have a positive impact in all these areas.
- b Employees, inclusive of managers and supervisors, who perform duties that are suitable for teleworking and meet other established eligibility requirements must be afforded the opportunity to telework.
- c Employees who are approved to telework are to be provided with the necessary government equipment to adequately perform their tasks at an alternative worksite. The exception is when a waiver has been requested and approved in accordance with DM-3525-003, Chapter 5, and Part 3.
- d Teleworking on a regular and recurring basis means that the employee teleworks at least one day a week. Teleworking for more than one day a week may be appropriate for attracting potential applicants, retaining current employees, and providing reasonable accommodations for disabled employees, as well as for employees housed in Federal buildings undergoing renovation projects, emergency situations, and for addressing other agency or employee needs.

- e Teleworking will be considered for emergency situations that involve national security, extended emergencies or other unique situations. As a result, employees teleworking on the day of an emergency agency closure can be required to continue working from their alternative worksite if the closure occurs on his or her telework day. In addition, teleworkers may be designated as either “emergency” or “mission critical” employees. These designations should be an integral part of an organization’s (mission area/agency/staff office) Continuity of Operations Planning (COOP) and emergency evacuation plans.
- f Teleworking, especially hoteling, will be considered as an alternative when planning for any building renovation in the Washington Metropolitan Area or any other agency location.
- g Excess personal property (computers, laptops, printers, fax machines) will be earmarked for telework programs prior to being reported as excess.

### **3 CANCELLATION**

Departmental Regulation 4080-811-02 - Teleworking Programs dated August 26, 2002.

### **4 DEFINITIONS**

- a Emergency Teleworker. A teleworker who is required to continue to work at his or her alternative worksite during all emergency situations when the agency is closed.
- b Emergency Situation. A national security situation, extended emergencies or other unique situations when the agency is closed.
- c Hoteling. Shared office space in an agency location designed for use on a drop-in basis by teleworkers. Equipped with standard office technology – phones, PCs, faxes, printers, copiers, e-mail, internet access, etc., employees either reserve space in advance or drop in to use a cubicle on an as needed basis.
- d Mission Critical Teleworker. A teleworker who is expected to remain in contact with his or her agency at all times during any closure situation and who may be called on to work at his or her alternative worksite during emergencies dealing with national security, extended emergencies or other unique situations.
- e Official Duty Station. Consistent with current law, regulations, and Office of Personnel Management (OPM) guidance, the official duty station is the city

or town, county, and state in which the employee normally works. For most employees, this will be the location of the employee's worksite, i.e., the place where the employee normally works, or at which the employee's activities are based, as determined by the supervisor.

For example, an employee's official duty station would continue to be the agency office from which he or she teleworks as long as the employee regularly commutes into the agency office at least once a week. However, if the employee does not regularly commute into the agency office, his or her official duty station will be changed to the alternative worksite from which the employee performs his or her duties.

There are exceptions for short-term situations. There may be unusual situations in which an agency should not change an employee's official duty station even though the employee rarely commutes to the agency office (e.g., in the case of an employee who works temporarily from home while recovering from an injury or employees who are required to work temporarily at alternative worksites in emergency situations).

- f Telecenter. A General Services Administration (GSA), USDA, or other approved facility established by state, local, or county governments or private sector organizations for use by teleworkers. Payment for use of GSA telecenters is made annually using GSA's "Telecommuting Facility Reimbursement Information Sheet."
- g Teleworker. An employee (i.e., permanent, part-time, temporary) who works at an alternative work location (i.e., home, telecenter, or other satellite work location) either on a regular and reoccurring schedule for a minimum of one day a pay week or on a temporary basis in those situations identified under 2d and e with a written agreement.
- h Teleworking. (Also known as flexiplace, flexible workplace, and telecommuting.) Performance of official duties at an alternative work site (i.e., home, telecenter, or other satellite work location).
- i Telework Agreement. A written agreement, completed and signed by an employee and appropriate official(s) in his or her mission area/agency/staff office that outlines the terms and conditions of the telework arrangement (Refer to Appendix A).

## **5 AUTHORITIES**

- a Memorandum for the Heads of Executive Department and Agencies; subject: Expanding Family-Friendly Work Arrangements in the Executive Branch dated July 11, 1994.
- b Public Law Number 104-52, Treasury, Postal Service, and General Government Appropriations Act of 1996.
- c Public Law Number 106-346, Section 359, Department of Transportation Appropriations Act of 2001.
- d OPM Guide to Processing Personnel Actions, Chapter 23.
- e OPM Memorandum to Executive Heads of Agencies, subject: Establishing Telecommuting Policy dated February 9, 2001.
- f OPM Memorandum to Executive Heads of Agencies, subject: Washington, D.C., Area Dismissal or Closure Procedures dated December 4, 2003.
- g DR 3440-002, Control and Protection of “Sensitive Security Information” dated January 30, 2003.
- h DM 3525-003, Chapter 5, Part 3 - Telework and Remote Access Security dated February 17, 2005.
- i DM 3550-002, Chapter 10, Part 2 - Sensitive But Unclassified Information Protection dated February 17, 2005.
- j Federal Preparedness Circular (FPC) 65 dated July 26, 1999 and FPC 67 dated April 30, 2001.

## **6 RESPONSIBILITIES**

- a The Assistant Secretary for Administration (ASA) will advise the Secretary of Agriculture, mission areas/agency heads, and staff office directors in the development and implementation of policies, programs, and oversight of the Teleworking Program.

- b The Director, Office of Human Capital Management (OHCM) will:
  - (1) Advise the ASA in planning, developing, and implementing policies, programs, and systems to manage teleworking programs.
  - (2) Provide and interpret USDA policies and standards for teleworking programs.
  
- c The Quality of Work Life Division Director will:
  - (1) Provide oversight of teleworking programs.
  - (2) Provide agency officials with technical assistance and consultative services for complex teleworking issues.
  
- d The Director, Office of Operations will:
  - (1) Whenever appropriate, incorporate teleworking and/or hoteling into headquarters complex renovations project plans as alternatives to reducing the cost of securing additional space through leasing and/or renting during the temporary renovation and the cost of moving employees to other locations.
  - (2) Encourage the use of teleworking and/or hoteling in the assignment of office space to mission areas, agencies, and staff offices.
  
- e The Director, Office of Procurement and Property Management will:
  - (1) Incorporate teleworking into the headquarters Continuity of Operations Plan (COOP) and Occupant Emergency Plan (OEP) as another alternative for relocating employees to continue providing customer service and carrying out the mission during an emergency situation.
  - (2) Ensure mission areas/agencies/staff offices address teleworking in their internal COOP and OEP.
  - (3) Ensure mission areas/agencies/staff offices earmark surplus computers, laptops, printers, and fax equipment for telework arrangements prior to being identified as surplus.

- f The Mission Areas/Agency Heads/Staff Office Directors will:
- (1) Designate a Teleworking Program Coordinator to manage the program with both external sources and internal USDA offices.
  - (2) Administer a teleworking program in accordance with applicable public law, guidelines, and this regulation. The program shall establish:
    - (a) Supervisory and employee responsibilities and require written agreements documenting teleworking arrangements (refer to 7a (2)).
    - (b) Telework Agreements, at a minimum, must include ALL of those items outlined in Appendix A - Telework Agreement.
    - (c) Security controls that must be addressed through the completion of a Telework Security/IT Checklist identified under 5h above.
    - (d) Identify teleworkers who are designated “emergency employees” and/or “mission critical” emergency employees and ensure this is identified in the teleworking agreement.
    - (e) Policy that permits a telework employee to be excused from duty during an emergency if the emergency adversely affects the telework site (e.g., disruption of electricity, loss of heat, etc.), and to the extent that the teleworker cannot continue due to loss of contact with the regular work site.
    - (f) Alternative ways to notify eligible employees that they are eligible to telework on an ongoing basis throughout the fiscal year, as well as an annual notification.
  - (3) Whenever appropriate, incorporate teleworking and/or hoteling into renovation project plans as alternatives to reducing the cost of securing additional space through leasing and/or renting during the temporary renovation and the cost of moving employees to other locations.
  - (4) Ensure teleworking is identified in COOP and OEP as an alternative to relocating employees to continue providing customer service and mission responsibilities.

- (5) Ensure eligible teleworkers and managers are provided Computer Security Awareness Training prior to implementing a telework agreement.
- (6) Provide government-furnished equipment to eligible teleworkers who work at an alternative work site, unless a waiver has been obtained under 5h above.
- (7) Earmark excess computers, laptops, printers, and fax equipment for telework programs prior to reporting the personal property as excess.
- (8) Report the following information annually, on a fiscal year basis to the Director, OHCM by October 31 of each year:
  - (a) Total number of employees in mission area/agency/staff office.
  - (b) Total number of employees identified as eligible to telework.
  - (c) Total number of eligible employees who applied, and total number who were approved and disapproved (based on teleworker definition).
  - (d) Total number of agreements terminated and the reason for termination.
  - (e) Summary of statistical data pertaining to eligible employees approved and disapproved with respect to race, sex, national origin, and disability status.
  - (f) Analysis of the statistical data in (e) to determine if eligible employees are being treated fairly and equitably in authorizing telework arrangements and to identify solutions for correcting any issues.
  - (g) Percentage of increases or decreases in teleworkers since the last report.
  - (h) Plans for increasing the number of identified eligible teleworkers.
- (9) Maintain documentation for all teleworking program participants. In accordance with General Record Schedule 1, Section 42a, an employee's

telework agreement must be kept for 1 year after the end of the employee's participation in the program.

- (10) Notify labor organizations, and bargain with bargaining units as appropriate, the establishment of and any changes to telework programs affecting conditions of employment for bargaining unit employees.

## **7 PROGRAM ADMINISTRATION**

### **a Telework Arrangements**

- (1) Participation in a telework arrangement is not an employee entitlement. An employee may participate in the program only if the responsible supervisor or designee decides that the employee's job duties are suitable for alternative work sites (e.g., telecenters, home-based, other satellite offices), and the employee meets other eligibility requirements such as length of service, performance rating, etc.
- (2) The telework arrangement under which an employee will perform work must be clearly set forth in a written agreement and signed by the respective supervisor and employee. The agreement must at a minimum contain all the items listed in Appendix A.
- (3) A Telework Security/IT Checklist (refer to 5h above) must be used by agency Information Technology staff to establish a secure working environment regardless of the type of telework arrangement.
- (4) A telework arrangement does not alter the terms and conditions of the appointment as specified on the employee's Notification of Personnel Action, SF-50. However, an employee's official duty station may change if he or she does not regularly commute into the agency office. See definition of official duty station in 4d above. All pay, leave, and travel entitlements must be based on the employee's official duty station. The telework arrangement must not affect other conditions of employment (e.g., hours of work) unless otherwise specified in the telework agreement. Employees may be approved both to telework and to work an alternative work schedule.
- (5) The telework arrangement may be terminated by either management or by the employee with a minimum of two weeks advance written



notification of termination of the teleworking relationship, except in emergency situations. Reasons for termination of an arrangement may be a decline in performance or productivity, or if the arrangement no longer benefits the organization's needs. Mission areas/agencies/staff offices may establish specific termination provisions, as they deem necessary, for their operations.

- (6) The telework arrangement shall be for the performance of official duties and shall not be treated as an opportunity to conduct personal business.
- (7) Telework may not be used to replace appropriate arrangements for dependent care. However, this does not preclude a teleworker from having a caregiver working in the home providing care to the dependent(s) while he/she teleworks. Management may request documentation from the teleworker to substantiate a caregiver is providing on-site or off-site care during the teleworker's scheduled work.
- (8) Management reserves the right, normally with one day notice, to require employees to return to the official duty location on scheduled telework days, based on operational requirements. Exceptions for a lesser notification may be appropriate in certain unforeseen situations.

b Determining Eligibility:

- (1) Positions eligible for telework are those involving tasks (may be one or more) and work activities that are portable, do not depend on the employee being at the official duty location worksite, and are conducive to supervisory oversight at the alternative worksite.
- (2) Tasks and work activities generally suited for telework include, but are not limited to: writing, policy development; research; analysis (e.g., investigating, program analysis, policy analysis, and financial analysis); report writing; telephone-intensive tasks (excluding receptionist duties); computer-oriented tasks (e.g., programming, data entry, word processing, web page design); or data processing.
- (3) Positions not generally eligible for telework are those positions involving tasks that are not suitable to be performed away from traditional worksite, including tasks that:

- (a) Require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public in order to perform his or her job effectively, which cannot otherwise be achieved via e-mail, telephone, fax or similar electronic means.
  - (b) Require routine access to classified information.
  - (c) Are part of trainee or entry-level positions.
- (4) An employee suitable for telework is that employee who has demonstrated personal characteristics that are well suited to telework, as determined by the supervisor, including as a minimum:
- (a) Demonstrated dependability and the ability to handle responsibility.
  - (b) A proven record of high personal motivation.
  - (c) The ability to prioritize work effectively and utilize good time management skills.
  - (d) A proven or expected minimum performance rating of “fully successful” or equivalent. Management officials may make exceptions to the minimum on a case-by-case basis as appropriate.
- (5) Mission areas/agencies/staff offices may establish their own internal policies on probationary status employees being allowed to telework. Typically, probationary status employees, excluding supervisors, would not be eligible for telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

## **8 INQUIRIES**

Direct all inquiries to the Office of Human Capital Management, the Quality of Work Life Division Director, Room 3021 South Building, Washington, D.C. 20250, telephone number (202) 720-8248.

**-END-**

**APPENDIX A  
TELEWORKING AGREEMENT**

The following constitutes the terms and conditions of the Telework Agreement between:

**Employee:**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Title</b>	<b>Pay</b>	<b>Plan/Series/Grade</b>

**MISSION AREA/AGENCY/STAFF OFFICE:**

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**TYPE OF TELEWORK:**    \_\_\_ **CORE** (Must complete Telework schedule below)  
                                      \_\_\_ **SITUATIONAL**

**DESIGNATION UNDER**    \_\_\_ **Emergency**                    \_\_\_ **Mission Critical**  
**TEMPORARY OR**  
**EMERGENCY SITUATION**

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule:

<b>DAY</b>	<b>PER WEEK</b>	<b>PER PAY PERIOD</b>	<b>WORK SCHEDULE</b> <b>Fixed or Alternative</b>	<b>WORK SCHEDULE</b> <b>FWS or CWS</b>	<b>DUTY HOURS</b> <b>(specify hours of work and lunch break)</b>
<b>MON</b>					<b>Lunch:</b>
<b>TUES</b>					<b>Lunch:</b>
<b>WED</b>					<b>Lunch:</b>
<b>THURS</b>					<b>Lunch:</b>
<b>FRI</b>					<b>Lunch:</b>

**Alternative worksite**

The employee's alternative worksite is:

     **Home**

Address: \_\_\_\_\_

Location of home office work area: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

     **GSA Telecenter**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

     **Other approved alternative worksite**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**TRIAL PERIOD (Optional)**

Employee and agency agree to try out the teleworking arrangement for at least (*specify number*) months unless unforeseeable difficulties require earlier cancellation.

**1 Changes to Telework Arrangement**

An employee who teleworks must be available to work at the traditional worksite on their telework day(s), normally with a one-day notice, when management makes a determination their presence is required. The teleworker may request to telework on an alternate day when they are required to report to the traditional worksite on a regular scheduled telework day.

While teleworking, and then required to return to the official duty station, the teleworker must report within a reasonable amount of time. Items to take into consideration are traveling distance, mode of transportation, etc. Teleworkers and management must discuss these items as in some cases there may not be sufficient time for the teleworker to report to the traditional worksite.

Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period must be submitted in advance and approved by management.

A permanent change in the telework arrangement requires a new Telework Agreement.

## **2 Work-at-Home Telework**

It is the responsibility of the employee 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, normally with a **24-hour notification** and **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 office area.

The employee acknowledges that telework is not a substitute for dependent care. However, a caregiver may be present at the alternative worksite to take care of a dependent (newborn to non-school age and/or elderly person) while the teleworker is officially working. Also, school-age children, who require no supervision, may be present at the alternative worksite.

The employee should check with their community associations, if one exists, to ensure there is not a restriction on official working at home.

The government is not responsible for any operating costs that are associated with the employee's use of his or her personal residence as an alternative worksite. This includes home maintenance, insurance, or utilities.

## **3 Official Duty Station**

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is the city or town, county, and state in which the employee normally works. For most employees, this will be the location of the employee's worksite, i.e., the place where the employee normally works, or at which the employee's

activities are based, as determined by the supervisor. For example, an employee's official duty station would continue to be the agency office as long as the employee regularly commutes into the agency office **at least once a week**. However, if the employee does not regularly commute into the agency office, his or her official duty station will be changed to the alternative worksite from which the employee performs his or her duties.

There are exceptions for short-term situations. There may be unusual situations in which an agency should not change an employee's official duty station even though the employee rarely commutes to the agency office (e.g., in the case of an employee who works **temporarily** from home while recovering from an injury or employees who are required to work **temporarily** at alternative worksites in emergency situations).

#### **4 Time and Attendance, Work Performance and Overtime**

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 official duty station.

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 standards and guidelines in the employee's performance plan.

The employee agrees to follow their normal mission area/agency/staff office's procedures regarding the requesting and approval of both overtime and credit hours that are worked while in a telework status.

#### **5 Security and Equipment**

No classified documents (hard copy or electronic) or equipment may be taken to an employee's alternative worksite. For regular and recurring telework, Sensitive But Unclassified Information, including Sensitive Security Information, Privacy Act and For Official Use Only data may be accessed using employee-owned equipment but may only be stored on government-furnished equipment. The employee is responsible for the security of all official data, and protection of any government-furnished equipment and property, in carrying out the mission of USDA at the alternative worksite. Government furnished equipment must only be used for official duties. Teleworkers may not authorize any other person to use any government-furnished equipment.

When a waiver has been obtained in accordance with DM-3525-003, Chapter 5, Part 3 – Telework and Remote Access Security, the employee may use his/her personal computer and equipment for Telework on non-sensitive unclassified data. An approved remote access solution must be used such as a terminal services solution or Web-based e-mail. No sensitive unclassified data will be stored on Employee Owned Equipment (EOE). The employee is responsible for the installation, repair and maintenance of all personal equipment.

The agency shall be responsible for obtaining software licenses that are used on EOE for official business. When EOE is no longer used it is the responsibility of the teleworker to remove and return all government owned software to the agency software manager. The responsibilities for configuration management, patch and antivirus management and other administrative requirements must be defined in this agreement to include the expectations of the teleworker in these matters.

The agency 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 material to the agency at the conclusion of teleworking arrangements or the agency's request.

## **6 Safekeeping of Government Materials/Documents/Equipment**

Sensitive But Unclassified Information, including Sensitive Security Information (SSI), Privacy Act and For Official Use Only data, and non-sensitive unclassified data must be transported from the traditional worksite to the alternative worksite in a secure container (e.g., briefcase with lock).

Sensitive But Unclassified Information, including Sensitive Security Information, Privacy Act and For Official Use Only data, and non-sensitive unclassified data must be stored in a secure file cabinet at the alternative worksite (work-at-home, Telework Center, Satellite location, etc.). When such information is displayed on a computer screen it must not be visible to others. Computer privacy screens which block PC screen visibility to others must be used when SSI is displayed on a computer monitor at an alternative worksite.

Neither family members nor other individuals are authorized to handle and/or view any government Sensitive but unclassified information, including sensitive security information, Privacy Act and For Official Use Only data.

## **7 Workers' Compensation and Other Liabilities**

While teleworking at an alternative work site, an employee who is directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act.

The employee must notify the supervisor immediately of any accident or injury at the alternative work site, provide details of the accident or injury, and complete Department of Labor Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

For work-at-home arrangements, the employee is required to designate one area in the home as the official workstation. The government's potential exposure to liability is restricted to this official workstation for the purposes of telework.

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.

An injured employee, medically able to return to work, may use telework arrangements to return to work as soon as possible. It is a management decision, however, as to whether tasks could be developed in a position; so, that an employee could perform the work at an alternative work site.

## **8 Standards of Conduct**

The employee acknowledges that he/she continues to be bound by the Standards of Ethical Conduct for Employees of the Executive Branch while working at the alternative worksite and using government-furnished equipment.

## **9 Temporary and/or Emergency Closure**

Employees who are teleworking on the day of an emergency agency closure can be required to continue working from their alternative worksite if the closure occurs on his or her telework day. In addition, teleworkers may be designated as either "emergency" or "mission critical" employees. As "emergency" teleworking employees, teleworkers would be required to continue to work at their alternative worksites during all emergency situations when the agency is closed. As "mission critical" teleworking employees, they are expected to remain in contact with their agencies at all times during any closure situation and may be called to work at their alternative worksite during emergencies dealing with national security, extended emergencies or other unique situations. These designations can be an integral part of an agency's Continuity of Operations Planning effort.

The employee agrees to follow the agency's policy regarding excused absences for emergency situations affecting the telework site.

The employee will follow their mission area/agency/staff office policy for a telework employee to be excused from duty during an emergency if the emergency adversely affects the telework site (e.g., disruption of electricity, loss of heat, etc.), if the teleworker faces a personal hardship that prevents him or her from working successfully at the telework site, or if the teleworker's duties are such that he or she cannot continue due to loss of contact with the regular worksite.



## **10 Mileage Savings**

The employee estimates that the telework arrangement will result in a reduction of approximately \_\_\_\_\_ miles traveled each week from the employee's residence to the official main office via his/her one or more modes of transportation (i.e., car, mass public transportation, vanpool, bus, train, etc.).

## **11 Computer Security Training**

Prior to begin teleworking, ALL teleworkers must complete the appropriate Computer Security Training outlined in DM-3525-003, Chapter 5, Part 3 dated February 17, 2005. Refresher training must be completed annually.

## **12 Travel and Telework**

The travel provisions that apply to employees working at an official duty station also apply to employees who telework. A teleworker who is directed to travel to another worksite (e.g., official duty station) during his or her regularly scheduled basic tour of duty would have the travel hours credited as hours of work. Similarly, as for all employees, teleworkers who are required to travel back to the official duty location after their regularly scheduled basic tour of duty to perform irregular or occasional overtime work, are entitled to at least 2 hours of overtime pay or compensatory time off (5 CFR 550.112(h) and 551.401(e)).

Where an employee teleworks full-time from a location outside of the local commuting official duty station, and his or her alternative worksite has been determined as his or her official duty station, entitlements to travel allowances and official time for travel will be based on that designated official duty station (refer to the guidance provided at 3 above).

## **13 Tax Benefits**

Generally, an employee who uses a portion of his or her home for work does not qualify for any Federal tax deductions. However, employees should consult their tax advisors or the Internal Revenue Service for information on tax laws and interpretations that address their specific circumstances.

## **14 Termination of the Telework Agreement**

Either the employee or the supervisor can terminate this telework agreement by giving a two-week advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

**15 Date of Commencement**

The telework arrangement covered by this Agreement will commence on \_\_\_\_\_(beginning date) and terminate on \_\_\_\_\_(ending date).

**I have reviewed and understand the terms and conditions of this telework agreement.**

**Signature:**  
**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have reviewed and discussed the terms and conditions of this Agreement with the employee.**

**Signature:**  
**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Copy of approved and signed agreement must be provided to the designated Telework Coordinator.*