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**MODIFIED TELECOMMUTER WORK AGREEMENT  
FOR TELEWORK CENTER**

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The following constitutes an agreement between

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*(Supervisor)*

\_\_\_\_\_

*(Employee)*

1. Employee volunteers to participate in the program, and to adhere to applicable policies, guidelines, and procedures. Agency concurs with employee participation and agrees to adhere to applicable policies, guidelines, and procedures.
  2. Employee agrees to participate in the project for a period not to exceed \_\_\_\_\_ beginning and ending \_\_\_\_\_.
  3. Employee's official tour of duty will be: \_\_\_\_\_ to \_\_\_\_\_, (including a one-half hour non-paid lunch period) on \_\_\_\_\_ (e.g., 8 a.m. to 4:30 p.m. Monday, Wednesday, and Friday).
  4. Employee's official duty station is \_\_\_\_\_.
- The alternate duty station (*the location in which the employee is designated to work while not at the official duty station*) is: \_\_\_\_\_.
- All pay, leave, and travel entitlements will be based on the employee's official duty station.
5. Employee's timekeeper will have a copy of the employee's telecommuting center schedule. Employee's time and attendance will be recorded as performing official duties at the official duty station.
  6. Employee must obtain supervisory approval before taking leave in accordance established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.
  7. Employee will continue to work in pay status while working at telecommuting center. If employee works overtime that has been ordered and approved in advance, he/she will be compensated in accordance with applicable law, regulations, and Federal Personnel Manual guidance. The employee understands that the supervisors will not accept the results of unapproved overtime work and will act vigorously to discourage it. By signing this form employee agrees that failing to obtain proper approval for overtime work, may result in removal from the Telecommuting Center Project or other appropriate action.
  8. If employee borrows Government equipment, employee will borrow and protect the Government equipment in accordance with agency policy and procedures. Government owned equipment will be serviced and maintained by the Government. If employee provides own equipment, he/she is responsible for servicing and maintaining it.
  9. Employee is covered under Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official duty station or the alternate duty station.
  10. Employee will meet with supervisor to receive assignment and to review completed work as necessary or appropriate.
  11. Employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards stated in the employee's performance plan.
  12. Employee's job performance will be evaluated on criteria and milestones determined by the supervisor.

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13. The evaluation of the employee's job performance will be based on norms or other criteria derived from past performance, occupational standards, and/or other standards consistent with these guidelines. For those assignments without precedent or without standards, regular and required progress reporting by the employee will be used by the supervisor to rate job performance. Employee and supervisor agree to complete and submit evaluation materials promptly.

14. At intervals specified by the General Services Administration project management team, the supervisor and employee will participate in evaluation activities designed to measure project performance. Employee and supervisor agree to complete and submit evaluation materials promptly.

15. Employee's most recent performance rating was at least fully successful.

16. Employee's current performance plan contains performance standards covering work completed at the office (official duty station) as well as work completed at the telecommuting center (as warranted).

17. Employee will apply approved safeguards to protect Government/agency records from unauthorized disclosure or damage, and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, Public Law 93-579, codified at Section 552a, title 5 U.S.C.

18. Employee may terminate participation in this project at any time. Management has the right to remove the employee from the telecommuting project when performance declines or the arrangement no longer benefits the organization. Persistent failure of the employee to meet expectations after fair warning is grounds for removal. Such removals must be done in accordance with established administrative procedures and union negotiated agreements, as applicable.

SUPERVISOR	DATE
EMPLOYEE	DATE
AGENCY/REGIONAL PROGRAM COORDINATOR	DATE
COMMENTS	