

LEGAL AUTHORITY

Public Law Number 106-346, Section 359, Department of Transportation Appropriations Act of 2001 requires each Executive branch agency to establish a policy which allows eligible employees to participate in telework to the maximum extent possible without diminished employee performance.

U.S. DEPARTMENT OF AGRICULTURE POLICY

U.S. Department of Agriculture (USDA), Departmental Regulation 4080-811-002 dated June 2, 2005 provides the policy that USDA supports programs that benefit management in the recruitment of potential applicants and retention of current employees; that could 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. Telework can be used to positively impact these areas.

Telework is **NOT** an employee entitlement, but a management tool for accomplishing the organizational goals.

TELEWORK DEFINITION

Telework, also known as flexiplace, flexible workplace, and telecommuting, is the ability for an eligible employee to perform his/her official duties at an alternative work site (i.e., home, telecenter, or other satellite work location). With the advancement of

information technology such as portable computers, high-speed telecommunications links, and pocket-sized communication devices, many employees today can work anywhere, anyplace, and anytime.

ELIGIBILITY

Employees, inclusive of managers and supervisors, who perform duties, which are suitable for teleworking and meet other established eligibility requirements must be afforded the opportunity to telework.

TYPES OF TELEWORK ARRANGEMENTS

There are two types of telework arrangements, core and situational. Core arrangements are regular and recurring at least one day a week. Situational arrangements are non-regular and non-recurring (i.e. project, temporary medical situation, emergency situation, etc.).

TELEWORK AGREEMENT

An eligible employee must complete, sign and discuss a written agreement with the appropriate official(s) in his or her mission area/agency/staff office that outlines the terms and conditions of the telework arrangement.

EQUIPMENT

An employee who is approved to telework will be provided with the necessary government equipment to adequately perform their tasks at an alternative worksite. The use of personally owned equipment may only be used when a waiver

has been requested and approved in accordance with DM-3525-003, Chapter 5, and Part 3.

Excess personal property (computers, laptops, printers, fax machines) will be earmarked for telework programs prior to being reported excess.

TELEWORK CENTER

A telework center is an approved facility established by the General Services Administration (GSA), USDA, or other state, local, or county governments or private sector organizations for use by teleworkers to perform their official duties. A telework center is fully equipped with telephones, workstations, and computers, fax machines, etc. Payment for use of a GSA telework center is made annually using GSA's "Telecommuting Facility Reimbursement Information Sheet." Other facilities may require a similar form or application for its usage.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Most of the questions and answers regarding Telework may be located on the website at <http://www.usda.gov/da/employ/ffwg.htm>.

POINT OF CONTACTS

To obtain more information contact your designated mission area/agency/staff office Telework Program Manager.

WEBSITES

USDA, Office of Human Capital Management, and Quality of Work/Life Division:
<http://www.usda.gov/da/employ/ffwg.htm>

USDA Telework Center, George Washington Carver Center:
<http://www.usda.gov/da/telework.htm>

General Services Administration and U.S. Office of Personnel Management:
<http://www.telework.gov>

Mid-Atlantic Telecommuting Advisory Council:
<http://www.dctelecommute.org>

General Services Administration:
<http://www.gsa.gov>

Washington Metropolitan Council of Government: <http://www.mwcog.org/>

International Teleworking Association Council: <http://www.telecommute.org>

Telework Exchange:
<http://www.teleworkexchange.org>



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TELEWORK



Anywhere – Anyplace - Anytime



United States Department of Agriculture
Departmental Administration
Office of Human Capital Management