


**Telework Implementing Procedures  
Addendum to NOAA Telework Policy  
Office of the Chief Administrative Officer**

**Section 1. OVERVIEW**

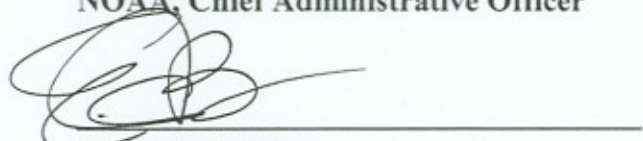
Telework, also referred to as telecommuting and flexiplace, is an alternative work arrangement where employees may conduct all or some of their work away at an alternative duty station (hereinafter referred to as "ADS"). The ADS may include the employee's residence, a telecenter, or other location determined acceptable by the approving official. The Department of Transportation Appropriation Measures, which became law in October 2000 (Public Law 106-346), state that "Each executive agency shall establish a policy under which eligible employees of the agency may participate in telecommuting to the maximum extent possible without diminished employee performance."

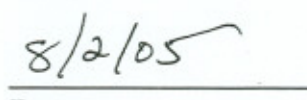
Telework is an important option for Federal Government and its employees. Telework should be an integral part of our office plan for continuity of operations (COOP.) Managers and supervisors play a key role in the success of Telework, identifying eligible positions and employees, setting performance expectations and parameters for Telework arrangements, and monitoring productivity.

The following procedures apply to the Office of Chief Administrative Officer (OCAO) providing guidance to OCAO managers, supervisors, and employees to assist them in implementing Telework within OCAO. This policy is an addendum to the NOAA Telework Policy (<http://www.hr.noaa.gov/telework.htm>), and incorporates any and all requirements stipulated in the NOAA Telework Policy dated November 28, 2003.

  
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William F. Broglie  
NOAA, Chief Administrative Officer

  
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Date

  
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Eduardo J. Ribas  
Director, Workforce Management Office

  
\_\_\_\_\_  
Date

## Section 2. SCOPE

The provisions of this document apply to all (nationwide) OCAO employees, supervisory and non-supervisory. It does not apply to the following:

- Employees serving probationary or trial periods,
- Student interns--unless an exception has been authorized by DOC's Office of Human Resources Management (OHRM) based on operational need,
- Members of the Senior Executive Service (except with regard to Medical Telework—see below)
- Employees covered by a collective bargaining agreement.

## Section 3. GENERAL TELEWORK PROVISIONS

- Telework is designed to promote increased productivity, efficiency, and effectiveness; and employees' abilities to balance work and family responsibilities.
- Employee participation in the Telework program will be based on such business-related factors as productivity, efficiency and effectiveness, and impact on performance of the Agency's mission.
- Participation in the program is voluntary and an employee may withdraw from the program at any time.
- Previous Telework arrangements that do not comply with the requirements of this policy will be terminated upon the effective date of this policy.

## Section 4. AUTHORIZED TELEWORK ARRANGEMENTS

NOAA's Telework Policy authorizes two types of Telework arrangements: Intermittent/Episodic Telework and Regularly Scheduled Telework. OCAO employees may request one of the following arrangements:

**A. Intermittent or Episodic Telework**- Defined as infrequent periods of time when projects/assignments have short turn-around times and/or require intense concentration. Under such circumstances, the employee typically works at the ADS for short periods, away from typical office distractions. This enables the employee to focus more effectively on completion of the assignment. Episodic Telework is appropriate for work or assignment of specific and limited duration that can be performed at the ADS. Employees must submit a separate request for each work assignment for which the employee is requesting to participate in Episodic Telework.

- 1. Medical Telework.** A special form of Episodic Telework allows a supervisor to accommodate an employee experiencing a temporary personal injury or illness (Medical Telework). An employee may request to perform work at home for a specified period of time if she/he suffers from a temporary personal injury or illness that prevents the employee from commuting to the official duty station or that would make it difficult or impossible for the employee to perform an entire day's work at the official duty station, but that would not preclude the employee

from performing her/his official duties at home. The employee must submit administratively acceptable medical certification in support of the request. The certification will, at a minimum, specifically provide:

- The specific nature of the illness or injury;
- The anticipated beginning and ending dates of the incapacitation;
- The specific reason(s) why the employee is incapable of commuting to the official duty station and/or performing her/his duties at the official duty station for an entire day; and
- A statement that the employee is capable of performing her/his duties at home, subject to any specific limitations.

Based on individual circumstances, the approving official may require additional medical certification deemed necessary. Individual employee participation will be decided on a case-by-case basis. If an employee's request is denied, the manager will provide a written notice to the employees with the reasons for the denial.

**B. Regularly Scheduled Telework** - An arrangement based on other than a temporary accommodation or condition, in which an employee works at an alternative work site for some portion of the workweek or pay period on a continuing basis.

1. Participation in regularly schedule Telework is limited to one day per pay period. Employees working a combined telecommuting and Alternative Work Schedule must stagger their telecommuting day(s) and AWS day within the pay period to ensure they are not consecutive.
2. In order for an employee to be eligible for regularly scheduled Telework, the approving official must determine that:
  - i. The employee's regular work assignments are routinely portable; i.e., on a recurrent basis, regular assignments can be successfully performed at an ADS. Assignments that are not portable include those assignments that require personal face-to-face internal or external customer contact, internal or external customer service assignments, or assignments that require physical access to the official duty station;
  - ii. The employee does not require close supervision, continuous feedback, or face-to-face contact with co-workers;
  - iii. The employee is not in a position that require the use of sensitive, Privacy Act or proprietary information that the Agency determines cannot be accessed from the ADS with adequate assurance of protection or non-disclosure. Sensitive, Privacy Act or proprietary information includes, but is not limited to, individually-identifiable information such as social security numbers, names, addresses, personnel information, and individually-identifiable financial information;
  - iv. The immediate supervisor certifies that there are sufficient duties or work activities that can suitably be performed at an alternative work site;

- v. For a pass/fail performance management system, the employee's most recent performance appraisal is "Meets or Exceeds Expectations" "Eligible" depending upon the system, and in the performance of his/her duties, the employee consistently meets performance plan objectives in terms of quality and quantity of work, demonstrates a high level of proficiency in solving problems as they arise, and produces high quality written products which are unambiguous and convincing. The employee also must demonstrate a high level of reliability in following supervisory and organizational policies and procedures in the performance of assigned duties.

## **Section 5. OFFICIAL DUTY STATION**

The official duty station of an employee who Teleworks remains unchanged for purposes of pay, leave, benefits, and other entitlements.

## **Section 6. PROGRAM OVERSIGHT AND RESPONSIBILITIES**

- A. Telework Coordinator.** The CAO Telework Coordinator will serve as the point of contact between NOAA's Telework Coordinator for receiving and distributing Telework information, responding to the NOAA's Telework Coordinator request for statistical and program information. The CAO Telework Coordinator shall periodically review Telework approvals and disapprovals to ensure consistency of application, direct changes as necessary, and provide guidance as required. WFMO is responsible for NOAA-wide oversight of the NOAA Telework Program and any reporting requirements to DOC.
- B. Approving Officials.** CAO Office Directors have approval authority for employee participation in Telework. The CAO will serve as the approving official for any Director participating in a Telework agreement. Approving officials are responsible for:
  - Approving the identification of the function, or portion thereof, of a position suitable for Telework.
  - Documenting approval/disapproval decisions and the rationale for such decisions, for each employee's request to participate in the Telework program. Upon request, providing to CAO documented approvals and disapprovals to allow monitoring of the program for consistency among approving officials.
  - Reviewing, modifying, and terminating Telework agreements in consultation with the employee's immediate supervisor in accordance with the NOAA Telework Policy.
  - Authorizing the expenditure of funds to cover expenses associated with approved Telework arrangements, subject to funding availability and managerial discretion.

- Evaluating the impact of the program on the efficiency, effectiveness, and employee satisfaction of work operations within their organizations.

**C. Supervisors.** Supervisors are responsible for:

- The overall management and success of Teleworking within their work units, including day-to-day operations, and modifications to individual Telework agreements to meet mission needs or changing circumstances.
- Maintaining Telework records for use in monitoring the program's effectiveness to include, at a minimum, the total number of employees eligible to Telework, total number of eligible employees actually Teleworking, and the total number of eligible employees given the opportunity to Telework.
- Identifying employees eligible to participate in Telework based on position analysis.
- Developing and amending performance work plans, as needed, for work performed away from the official duty station.
- Assigning appropriate work to be performed at the ADS.
- Adjusting individual Telework arrangements to meet the needs of the units they supervise.
- Being familiar with DOC's Unclassified System Remote Access Security Policy and Minimum Implementation Standards, found at [http://www.osec.doc.gov/cio/oipr/ITSec/remote\\_access.htm](http://www.osec.doc.gov/cio/oipr/ITSec/remote_access.htm) and implement the policy as needed.
- Providing tools and training necessary for employees to be knowledgeable in information technology communications.
- Ensuring that all employees participating in the Telework program review and understand the material provided via the Telework Orientation Module (<http://www.rdc.noaa.gov/%7Ehrmo/telwk-orientation.htm>)

**D. Employees.** Employees are required to:

- Adhere to the Standards of Conduct for Executive Branch employees and any other Agency policies while working at the ADS.
- Actively participate in the development and completion of the NOAA Telework Application, Agreement, and Safety Check List.
- Observe agreed-upon hours of work in accordance with established policies.
- Observe policies on requesting leave when leave is to be taken.
- Use Government equipment in accordance with regulations governing use.
- Adhere to and operate under the provisions of the Telework agreement.
- Not engage in any non-governmental activities while in official duty status at the ADS. This includes caring for a child or providing elder care or conducting personal business. Promptly notify the supervisor whenever problems arise that adversely affect his/her ability to perform work at the ADS, including an injury or occupational disease occurring at the ADS.

- Maintain a telephone line, at his/her own cost, into the ADS and must furnish her/his manager and internal and external customers with the telephone number (e.g., via automated phone mail message) so that during regular working hours, she/he is fully accessible to the manager, co-worker, and customers. Pay for all operating costs incurred for set up and maintenance of an ADS not covered by the Agency.
- Follow standard security procedures when removing official records from the official duty station; and ensure that records and files are secure in order to protect against unauthorized access or disclosure.
- Verify that the alternative work site complies with health and safety requirements, and maintain safety at the alternative work site.

## **Section 7. REPORTING REQUIREMENTS**

The CAO Telework Coordinator is the primary contact for reporting the status and success of our Telework programs and preparing required reports, as needed, for inclusion in NOAA-wide reporting requirements mandated by the Department. Data provided will be the total number of employees eligible to Telework, total number of eligible employees actually Teleworking, and the total number of eligible employees given the opportunity to Telework.

## **Section 8. IDENTIFYING JOBS AND DUTIES SUITED FOR TELEWORK**

Although many positions are suitable for Telework, Public Law 106-346 recognizes that not all aspects of all jobs can be performed at ADSs. Supervisors with the approving official's concurrence are responsible for identifying positions, tasks, and functions of a position suitable for Telework as well as those positions that, when considered in their entirety, are not suitable for Telework.

Work suitable for Telework depends on job content, rather than job series or title, type of appointment, or work schedule. However, even jobs not entirely suited for Telework may contain duties that can be performed at an ADS either on a regularly scheduled or intermittent/episodic basis.

The functions, duties, and tasks of positions suitable for Telework typically include:

- Work activities that are portable and can be performed effectively outside the employee's conventional office with limited additional cost to the organization.
- Job tasks that are measurable or project-oriented.
- Client or customer contacts that are predictable or may be satisfied by frequently checking voice mail for messages.
- Work contacts that can be adjusted to allow for telephone communications or conducted when the Teleworking employee is at the conventional office.

## **Section 9. TELEWORK AGREEMENTS**



In order to participate in the Telework Program, the following forms must be completed by the employee and are available at <http://www.hr.noaa.gov/telework.htm>:

- NOAA's Telework Application and Agreement
- NOAA's Telework Safety Checklist
- NOAA's Telework Termination Form

Copies of approved forms will be maintained by the approving official, or designee, for any reporting requirements. Approved Telework participants must sign a Telework agreement before participating in Telework. For employees who Telework on an intermittent basis, a separate agreement for each Telework episode is not necessary if the employee has signed an agreement to Telework on an intermittent basis. However, each incident of Telework must have advance supervisory approval. Individual Telework agreements must be reviewed and renewed at least annually to remain in effect. For Intermittent Episodic Medical Telework, each incident for Telework must be separately requested and approved.

The Telework agreement covers the terms and conditions of the Telework arrangement. It also constitutes an agreement by the employee to adhere to applicable guidelines and policies. The Telework agreement covers items such as the voluntary nature of the arrangement; duration of the Telework agreement; hours and days of duty at each work site; responsibilities for timekeeping; leave approval; requests for overtime and compensatory time; performance requirements; proper use and safeguards of Government property and records; and standards of ethical conduct.

## **Section 10. ESTABLISHING THE WORK SCHEDULE**

**Certification and Control of Time and Attendance.** Proper monitoring and certification of employee work time is critical to the success of the program.

**A. Overtime Work.** In accordance with DOC pay policy, overtime must be approved in advance (memo, e-mail, CD-81) to preclude any unintended liability for premium pay. Employees who Telework must have prior supervisory approval to work overtime. Failure to obtain supervisory approval prior to working overtime may result in the termination of the Telework arrangement, and the time worked may not be compensated. For additional information on overtime, consult the DOC Premium Pay Manual at <http://ohrm.doc.gov/information/handbook/handbook.htm>

**B. Leave.** Telework participants shall adhere to all established leave procedures. The procedures for requesting leave remain unchanged for Telework participants, i.e., Teleworkers are still required to request and obtain approval of leave in advance of its use. For additional information on leave, consult the DOC Leave Handbook at <http://ohrm.doc.gov/information/handbook/handbook.htm>

**C. Emergency Conditions.** Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain unchanged.

- If the agency announces an early dismissal due to inclement weather to allow employees to return home safely and the employee is working at a Federal Interagency Telecommuting Center, she/he will follow the dismissal procedures of the Telecenter.
- Whenever inclement weather or other emergencies require the official duty station to be closed, employees at an ADS under the Telework program shall work the full day.
- When the official duty station is closed due to a Federal holiday, employees who Telework will be excused.
- When an emergency makes the ADS unavailable for Telework for a major portion of the workday, but the official duty station is open for business, the employee is expected to report to the regular office or request supervisory approval of annual leave, compensatory time off, credit hours off if on a flexible work schedule, or leave without pay.
- When an employee knows in advance of a situation that would preclude working at the ADS, the employee must either come to the conventional office or request leave. For additional information, see the DOC Leave Handbook: <http://ohrm.doc.gov/information/handbook/handbook.htm> .

**D. Workers' Compensation.** Employees who Telework are covered by the Federal Tort Claims Act and the Federal Employees Compensation Act and qualify for workers' compensation for injuries or illnesses sustained while performing their official duties at the ADS. This is one reason that it is vital that a specific authorized work location and work schedules must be identified in advance and adhered to by the employee. (See further discussion below in "Facilities and Equipment Issues.") A reference should be made to the OHRM website at [http://ohrm.doc.gov/safetyprogram/workers\\_comp.htm](http://ohrm.doc.gov/safetyprogram/workers_comp.htm), for the Department's policy and applicable claim forms. Employees in all situations bear responsibility for informing their immediate supervisor of an injury at the earliest time possible. The supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know, whether the event occurred at the conventional work site or at an ADS, during official duty time.

**E. Workplace Environment.** Any employee participating in Telework is expected to perform his/her duties and responsibilities at the ADS at a proficiency level equal to or greater than when performed at the conventional office and work for the entire time period scheduled. Consequently, it is critical that the ADS be free from distractions and the employee free from obligations which would impair his/her ability to provide the same time and level of attention to the work product as when in the conventional office.

**F. Dependent Care.** No Telework arrangement is authorized which entails the employee providing day care to any individual.

## **Section 11. FACILITIES AND EQUIPMENT**



- A. Office Space at the ADS.** A specific work location for performance of Telework duties must be identified and authorized in advance. Requirements will vary depending on the nature of the work and the equipment needed to perform the work. At a minimum, employees should be able to easily communicate by telephone with the supervisor, serviced clients, and co-workers during the Telework day. In addition, employees are responsible for verifying and ensuring that their alternative work areas comply with health and safety requirements (Note the self-certification Safety Checklist on page A-2 of the NOAA Telework Policy.) Work areas must be clean and free of obstructions, in compliance with all building codes, and free of hazardous materials. A supervisor may inspect the ADS for compliance with health and safety requirements when deemed appropriate and with advance notice. An employee's request to Telework may be disapproved or rescinded based on safety problems or the presence of hazardous materials.
- B. Government-owned Equipment.** While CAO is under no obligation to provide Government-owned equipment to its employees solely for the purpose of teleworking, CAO is committed to supporting the availability of viable equipment to permit teleworking for all eligible employees. Accordingly, in concert with available funding, CAO will seek opportunities to make available either surplus equipment or newer technology to permit teleworking. Teleworking employees must notify their supervisor immediately of any malfunction of Government-owned equipment and return the equipment to the Office for service. When Government-owned equipment is being used, the employee must only use this equipment for authorized purposes and the Government retains ownership and control of the hardware, software, and data.
- C. Government-owned Computer Security Issues.** Only hardware/software configuration procured by the Federal government and authorized by the NOAA Chief Information Officer (CIO) shall be installed on Government-owned computers at the ADS. Under no circumstances will an employee be allowed to add non-government owned or unauthorized hardware or software to government equipment.
- D. Computer Software Copyrights.** Employees may install Government-licensed computer software on the ADS computer to perform official work. Government-owned software may be used at the ADS, only when individual license agreements allow for computer software to be installed on multiple computers, as long as only one is in use at any given time. Each software manufacturer's license agreement terms must be examined on a case-by-case base by the CIO to determine whether or not this is permissible. The CIO will make the final determination on an employee's request to use software purchased by the Government at the ADS. Where license agreements allow government-owned computer software to be installed on an employee's personally owned equipment at no additional charge, the government may provide software for installation and use on the teleworker's personally owned equipment. Examples of this software may include anti-virus software, Internet browser software, or general-purpose software such as word processing or spreadsheet.
- E. Personal Computer Equipment.** If an employee elects to use his or her own personal computer equipment at the ADS, the employee is responsible for the purchasing, servicing, and maintenance costs associated with that equipment. The Government will not reimburse employees for such costs. The computer must have antivirus software and all files transferred to the government computer, electronically or by disk, must be scanned.

- F. Installation of Telephone Lines.** Appropriated resources will not be used to pay for telephone line installation and monthly service charges for telephone, cable, DSL, ISDN lines at the ADS. Teleworking employees making long distance telephone calls to conduct official government business may use government calling cards. Employees are required to adhere to the rules governing usage of government telephone lines for personal purposes at the ADS.
- G. Personal Expenses.** The Teleworking employee is expected to pay for costs incurred in operating the ADS. The Government will not reimburse employees for additional costs, such as utilities or insurance, associated with working at an ADS. If an employee elects to furnish his or her own workstation at the ADS, the Government will not reimburse the employee for the purchase costs. In addition, the employee is responsible for the maintenance, repair, and replacement of such equipment.
- H. Telecommuting Center.** The cost for the use of a telecommuting center will be absorbed in a charge back to the employee's respective office.
- I. Secure Operations.** All employees will follow guidelines issued by the NOAA CIO for remote access security. Teleworkers are responsible for following the DOC's Information Technology Security Program Policy, Remote Access Security Policy and Minimum Implementation Standards, all applicable policies contained in the Department's Information Technology Management Handbook. The DOC IT policies are available at [http://www.osec.doc.gov/cio/policy\\_guidance.htm](http://www.osec.doc.gov/cio/policy_guidance.htm). The workplace and workstation must be set up to afford secure information processing, including the proper storage of sensitive DOC, NOAA, and proprietary information in both electronic and paper form. Supervisors are responsible for ensuring that teleworkers follow the security practices outlined above. Supervisors must ensure that the designated workspace or workstation of the employee has adequate physical or environmental security measures in place to protect the equipment from being accessed by unauthorized individuals. Supervisors must ensure that personal ID's, passwords, access codes, etc., are assigned, accounted for and maintained properly.

CAO is supported by the Systems Support Department (SSD) for all their IT needs. Employees authorized to telework, whose jobs require access to NOAA systems, must provide broadband internet access and have Virtual Private Network (VPN) software loaded on their computers to encrypt communications. Regardless of whether the teleworker is using a government or personally owned computer, VPN and approved anti-virus software are required. After a request is received by SSD, a VPN account will be created for the user. This will allow VPN access through the NOAA Firewall. The VPN software and installation instructions will be supplied by the SSD. If a teleworker only needs to access email, access can be done without a broadband connection and without VPN encryption. However, the teleworker still needs to provide Internet access to view email from a remote site.

## Self-certification Safety Checklist For Home-based Telecommuters

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.

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

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

**City/State:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

Alternative Worksite Location (Include complete address, phone number and a brief description of the designated work area in the alternative worksite.) \_\_\_\_\_

\_\_\_\_\_

### A. Workplace Environment

- \* 1. Are temperature, noise, ventilation and lighting levels adequate for maintaining your normal level of job performance? Yes [  ] No [  ]
  
- 2. Are all stairs with four or more steps equipped with handrails? Yes [  ] No [  ]
  
- \* 3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? Yes [  ] No [  ]
  
- \* 4. Do circuit breakers clearly indicate if they are in the open or closed position? Yes [  ] No [  ]
  
- \* 5. 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)? Yes [  ] No [  ]
  
- 6. Will the building's electrical system permit the grounding of electrical equipment? Yes [  ] No [  ]
  
- 7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes [  ] No [  ]
  
- 8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? Yes [  ] No [  ]
  
- \* 9. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? Yes [  ] No [  ]

10. Is the office space neat, clean, and free of excessive amounts of combustibles? Yes [  ] No [  ]
- \* 11. Are floor surfaces clean, dry, level, and free of worn frayed seams? Yes [  ] No [  ]
- \* 12. Are carpets well secured to the floor and free of frayed or worn seams? Yes [  ] No [  ]
- \* 13. Is there enough light for reading? Yes [  ] No [  ]

**B. Computer Workstation (if applicable)**

14. Is your chair adjustable? Yes [  ] No [  ]
15. Do you know how to adjust your chair? Yes [  ] No [  ]
16. Is your back adequately supported by a backrest? Yes [  ] No [  ]
17. Are your feet on the floor or fully supported by a footrest? Yes [  ] No [  ]
18. Is it easy to read the text on your screen? Yes [  ] No [  ]
19. Do you have enough leg room at your desk? Yes [  ] No [  ]
20. Is the screen free from noticeable glare? Yes [  ] No [  ]
21. Is the top of the screen eye level? Yes [  ] No [  ]
22. Is there space to rest the arms while not keying? Yes [  ] No [  ]
23. When keying, are your forearms close to parallel with the floor? Yes [  ] No [  ]
24. Are your wrists fairly straight when keying? Yes [  ] No [  ]

Employee's Signature and Date:

\_\_\_\_\_

Immediate Supervisor's Signature and Date:

\_\_\_\_\_

Approved [  ] Disapproved [  ]

A copy of this form should be provided to the employee and a copy maintained by the supervisor. The original should be maintained by the telecommuting program coordinator.

*\* A no response to either of these questions is an indication that the workplace may be unsuitable for the telecommute program.*

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**Appendix A-1**  
**Telework Application and Agreement**

*Section I (Completed by Employee)*

<b>Employee's Name:</b>	<b>Telephone #:</b>
<b>Job Title:</b>	<b>Series and Grade:</b>
<b>Division:</b>	<b>Office:</b>
<b>Supervisor's Name and Title:</b>	
<b>Official Duty Station:</b>	

**I Request to Telework at:**

GSA Federal Telework Center (Location):		Phone:
Alternative Workplace (Location):		Phone:

*Section II (Telework Agreement)*

The following constitutes an agreement on the terms and conditions of the telework arrangement for working at an authorized alternative workplace between the Employee and the Supervisor.

Description of work to be performed:

A copy of the agreement will be retained by the supervisor and the employee for reference.

**Voluntary Participation**

The employee voluntarily agrees to work at the approved alternative workplace indicated on the attached NOAA Telework Application. The supervisor concurs with the employee's participation. The employee and supervisor agree to follow all applicable policies and procedures established by the Department of Commerce and NOAA. The employee recognizes that the telework arrangement is not an employee entitlement but an additional method that the employer may approve to accomplish work.

**Performance/Work Assignments**

The employee's most recent performance rating of record and current performance must be at least "Meets or Exceeds". The employee understands that a decline in performance may be grounds for canceling or modifying the alternative workplace arrangement. The employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee's performance plan.

**Approval Period**

The employee will participate in the telework program on (check one):

A regularly scheduled (*continuing*) basis beginning \_\_\_\_\_ (*date*) \_\_\_\_\_.

A non-regularly scheduled (*intermittent or episodic*) basis beginning \_\_\_\_\_ (*date*) \_\_\_\_\_ for at least \_\_\_\_\_ (*days/months*).

This agreement shall expire on \_\_\_\_\_, unless cancelled or terminated earlier by either the approving official and/or employee, or renewed by agreement of the employee and approving official.

**Official Duty Station and Alternative Duty Station (ADS)**

The supervisor and employee agree that all pay, leave, and travel entitlement are based on the official duty station as shown on the NOAA Telework Application cover sheet.

**Work Schedule and Tour of Duty**

*Regularly Scheduled Telework:*

The supervisor and employee agree that the employee's Telework day at the ADS is as follows:

Week 1 of Pay Period: \_\_\_\_\_ **or** Week 2 of Pay Period: \_\_\_\_\_

The supervisor and employee agree that the employee's work schedule while performing duties at that ADS is as follows:

Beginning Time:

Ending Time:

*Episodic Telework (including Medical Telework):*

The supervisor and employee agree that the employee's official tour of duty is as shown in the table below (insert days and hours).

	<b><u>Week 1 of pay period</u></b>	<b><u>Week 2 of pay period</u></b>
<b>Official Duty Station</b>		
<b>Alternative Workplace</b>		

(For guidance on flexible work schedules, refer to the **Department of Commerce** or the NOAA Alternative Work Schedule Plan, and specify the flexible band and the limits within which flexible hours may be worked.)

**Special Circumstances:**

**Alternative Workplace Costs**

The employee understands that the Government will not be responsible for any operating costs that are associated with the use of the employee's home as an alternative workplace, for example, home maintenance, insurance or utilities.

**Entitlement to Reimbursements**



The supervisor understands that the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations.

**Equipment/Supplies**

The employee agrees to protect any Government-owned equipment and/or supplies and to use the equipment only for official purposes. Any government-owned equipment issued to the employee will be serviced, maintained, and installed, if applicable, by NOAA. The employee is responsible for maintaining, installing, and the servicing of any personal equipment needed. The supervisor will provide the employee with all necessary office supplies and also reimburse the employee for business-related long distance telephone calls.

**Equipment needed to perform work at alternative workplace:**

*NOAA Furnished:* \_\_\_\_\_

*Employee Furnished:* \_\_\_\_\_

*This section must be completed.*

**Alternative Workplace Inspection**

The employee agrees to permit the Government to inspect the alternative work site during the employee's scheduled working hours. The supervisor and employee agree that the purpose of any such inspection will be to ensure that the designated work area is adequate for performance of employee's official duties, meets required safety and security requirements, and to ensure proper maintenance of Government-owned property.

**Salary and Benefits**

The supervisor and employee agrees that a telework arrangement is not a basis for changing the employee's salary or benefits.

**Overtime**

The employee agrees to work overtime only when ordered and approved in writing by the supervisor and in advance of working the overtime. The employee understands that overtime work without such approval may not be compensated and may result in termination of the telework arrangement.

**Leave**

The employee agrees to follow established office procedures for requesting and obtaining approval of leave. The employee understands that if an emergency condition occurs either effecting the alternative workplace or the Federal government, the employee must contact the supervisor for dismissal procedures.

**Time and Attendance Reports**

The supervisor and employee are responsible for ensuring the accuracy of time and attendance reported for the employee's work at the official duty station and the alternative workplace. The supervisor agrees to certify biweekly the employees Time and Attendance Daily Report for hours worked. The employee's timekeeper will retain a copy of the employee's work schedule.

**Conducting Personal Business**

The employee agrees not to conduct personal business at the alternative workplace while in an official duty status; for example, caring for dependents or making home repairs.

**Liability**

The employee understands that the Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

**Worker's Compensation**

The employee understands that (s)he is covered by Federal Employee's Compensation Act if injured in the course of performing official duties at authorized work locations. The employee agrees to notify his/her supervisor immediately of any accident or injury that occurs and to complete any required forms. The supervisor agrees to investigate such a report immediately.

**Maintenance of Records**

The supervisor is responsible for maintaining all forms and records associated with this agreement.

**Standards of Conduct**

The employee agrees to abide by the Standards of Ethical Conduct for Employees of the Executive Branch while working on official duty.

**Disclosure**

The employee agrees to protect Government records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

**Cancellation**

The supervisor and employee understand that either party may cancel the Telework agreement with reasonable notice and require the employee to resume working at his/her official duty station. Reasons for cancellation will be documented by the supervisor and/or employee on NOAA's Telework Termination Form and filed with this agreement.

**Compliance with this Agreement**

The employee's failure to comply with the terms of this agreement may result in the termination of this agreement and the telework arrangement. Failure to comply with the provisions of this agreement may result in appropriate disciplinary or adverse action against the employee if just cause exists to warrant such action.

**Certification**

By signing this agreement, the employee certifies that (s)he has read the terms of this agreement and agrees to follow the policies and procedures outlined in them as well as all other applicable policies and procedures:

Employee's Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_