

Sample Emergency Flexiplace/Telework Agreement
For Non-Essential Employees
(Revised 10-09)

Introduction This agreement between the _____ (*organization*), Department of Energy (“Department”) and _____ (*employee’s name*) (“you” or “your”) specifies the terms and conditions under which you will work at an alternate worksite in order to support continued operations of the Department when an emergency situation has been declared.

Duration This agreement will be in effect indefinitely as long as you occupy the position for which you have been designated as a non-essential employee.

Assignment During an emergency, as directed by your management, you will perform those aspects of your normal duties, or other duties as assigned, that are required to continue or to support performance of Departmental Essential Functions.

Alternate Workplaces Your alternate worksites include your home or another location, as directed by your management.

Work Schedule Your work schedule will be determined by your management at the time you are activated.

Resources You are expected to use either your own personal equipment or equipment provided to you by the Government. You (are/are not) authorized to incur any costs associated with connecting to the local LAN in order to communicate with your office and/or accomplish your assignment(s).

Your Responsibilities You will perform the applicable work assignment(s) of your position identified as essential and any other assignment(s) that you are directed to perform during the emergency. You will ensure that you have appropriate resources available to perform the assignment(s) at your home at any time, providing you can connect to the Internet. You must be accessible by phone and email, providing that such services are available. You are to contact your management as soon as possible when either service is available. You will safeguard DOE equipment and records and use such equipment and records for official business. You will also safeguard, service, and maintain the equipment used to perform your work at the alternate workplaces. You are bound by the Standards of Conduct for Employees of the Executive Branch and the Department’s supplement thereto while working at home or at a telecenter, and the applicable policy and guidance pertaining to flexiplace arrangements.

Signatures and Dates

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Approving Official	Date

PRIVACY ACT STATEMENT

Section 6120 of Title 5 to the United States Code and Executive Memorandum of July 11, 1994 (59 FR 36017) authorizes collection of this information. Providing information and signing this agreement is voluntary, but failure to sign this agreement may preclude the authorization of an alternative workplace other than your regularly assigned location and will result in you not being approved for the employment arrangement specified herein. However, failure to sign the agreement will not preclude management from directing you to telework, if services are available, under an emergency situation, including an epidemic or pandemic event, or evacuation order. The primary use of the information contained in this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and travel and transportation staffs to approve and record the benefits and entitlements of this employment situation. There are no additional uses that may be made of the information collected in the agreement. The official copy of this agreement is maintained in your electronic Official Personnel File (eOPF), which is a category of record included in the OPM/GOVT-1 General Personnel Records system.

Distribution:

- Original - eOPF
- Copy to - Departmental element
 - Employee
 - Supervisor
 - DOE-Flex Coordinator