



ADMINISTRATIVE AND MANAGEMENT POLICY

PHMSA TELEWORK POLICY

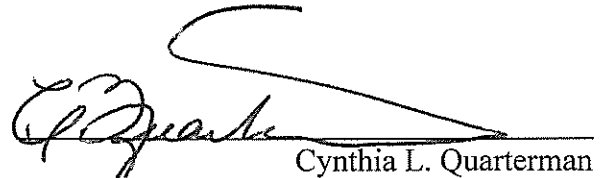
POLICY NUMBER: PHMSA 1501.1A

U.S. DEPARTMENT OF TRANSPORTATION

**PIPELINE AND HAZARDOUS MATERIALS
SAFETY ADMINISTRATION**

ORIGINATING OFFICE: OFFICE OF HUMAN RESOURCES

EFFECTIVE DATE: June 29, 2011



Cynthia L. Quarterman
Administrator, PHMSA

NOTICE:

This policy is supported by the *DOT Policy 1501.A, Telework Policy*, dated July 30, 2007. The PHMSA policy is available digitally on the PHMSA Administrative Services Division SharePoint site at [http://tcapp.phmsa.dot.gov/Policies/Telework%20Policy%20\(SIGNED\).pdf](http://tcapp.phmsa.dot.gov/Policies/Telework%20Policy%20(SIGNED).pdf).

OVERVIEW:

This document amends the PHMSA Telework Policy, dated October 8, 2010 and establishes the policy, authority, criteria, and responsibilities for requesting reimbursement for high speed internet service. PHMSA's Telework Policy includes in APPENDIX C: HIGH-SPEED INTERNET REIMBURSEMENT REQUEST instructions on obtaining reimbursement through GovTrip. OST has recently proscribed the method described and provided instructions for using a different vouchering system to obtain reimbursement. PHMSA will follow the guidelines in the PHMSA Telework Policy, striking the verbiage at C-1 and inserting the verbiage found herein.



U.S. Department
of Transportation

Pipeline and Hazardous Materials
Safety Administration

1200 New Jersey Ave., SE
Washington, DC 20590

ACTION MEMORANDUM TO THE ADMINISTRATOR

To: Cynthia L. Quarterman, PHMSA
x6.4433

Date: OCT - 8 2010

From: Scott Poyer *Scott Poyer*
Associate Administrator for Administration/CFO
x6.7185

Subject: PHMSA Telework Policy

ACTION REQUIRED

Approval of the PHMSA Telework Policy

SUMMARY

PHMSA recognizes the importance of telework and encourages the use of telework by its organizations to the maximum extent possible. Establishing a telework program at PHMSA is consistent with and supports departmental mission, performance goals and improves the department's capability to support homeland and national security requirements. Properly administered, telework improves individual and organizational productivity; helps reduce highway congestion and mobile source emissions; serves as a recruitment and retention tool; and improves work life quality. Moreover, it is an effective and efficient means for continuing critical functions when staff cannot travel to a central office due to geographical incidents, national disasters, extended emergencies or local incidents such as snowstorms or major traffic problems. PHMSA also includes telework in all vacancy announcements as a recruitment tool.

Key Features:

- Establishes position and employee eligibility criteria.
- Outlines employee's accountability in participating.
- Reviews procedures on using the telework agreement form and how it can be terminated and/or modified.
- Places emphasis on safekeeping of government materials, documents, and equipment.
- Outlines how telework can be used during emergency situations such as inclement weather, pandemic, etc.
- Discusses PHMSA's high speed internet reimbursement program.

BACKGROUND:

DOT Order 1501.A DOT Telework Policy was issued July 30, 2007, and required operating administrations to develop modal policies on telework.

The PHMSA policy on Telework implements the requirements of the above DOT policy as well as OPM policies, and defines roles and responsibilities to comply with the requirements.

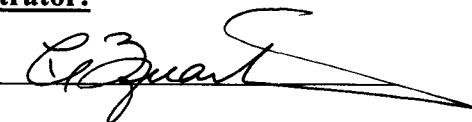
In 2008, PHMSA developed a draft telework policy for the agency and forwarded it to supervisors, executives, the Office of Chief Counsel and the Employee Quality Council for comment. We received many good comments, considered them all and revised the draft where appropriate. The draft was then placed on hold.

New guidance from the Office the Secretary with regard to Senior Executive Service performance plans required an annual review of telework agreements. In order to give the new management team the opportunity to consider the policy before the review of those agreements, and to provide another opportunity for review of the policy, we updated some of the references in the revised draft and coordinated it with the Executive Team and posted it on Share Point in March 2010. The Executive Team also held several detailed discussions over the course of the summer 2010 about various provisions of the policy. Comments have all been considered and reconciled. Concurrence was received from the Chief Counsel, the Chief Safety Officer and each Associate Administrator at the Executive Meeting on October 5, 2010, except for the Associate Administrator for Pipeline Safety, who subsequently concurred.

RECOMMENDATION

Approve the attached order, *Telework Policy*.

The Administrator:

APPROVED: 

DISAPPROVED: _____

COMMENTS: _____

DATE: OCT 21 2010

Attachments

HR ExpressWay

TELEWORK POLICY

General PHMSA Guidelines:

1. PHMSA's telework program is designed to promote participation in telework for qualified individuals. Teleworkers are expected to remain fully engaged consistent with in-office practices.
2. Telework is a privilege for qualified employees. The privilege of teleworking does not override the need for office functionality or group or individual performance.
3. PHMSA's core business day at headquarters is Tuesday; this means no telework (or Regular Day Off) days can be scheduled on Tuesdays. In addition, field directors and supervisors may add additional core business days.
4. PHMSA's core business hours are from 9:00 AM to 3:00 PM each day of the work week. All employees (including telework) should be available and working during these hours unless on leave or RDO.
5. Teleworking is permitted on a regular weekly schedule, as a specific number of days per pay period, or intermittently.
6. Supervisors and employees are bound to the PHMSA Telework Policy and must have a telework agreement in place. Temporary or permanent modifications to the telework agreement can only be made with approval of the supervisor and must be documented. As a privilege, a telework agreement can be revoked or modified without further review, if business needs require or performance cannot be ensured. Any revoked telework agreement will be re-instated if a supervisor's concerns about performance are addressed.

Employee (Teleworker) Responsibilities:

1. An assigned telework location must meet the Telework Policy requirements and have high-speed internet and phone.
2. When teleworking, employees must be working at the assigned telework location and accessible. Calls and e-mails must be responded to consistent with in-office practice. While teleworking, employees must access their email using a BlackBerry®, web login, SRA, or VPN. If there are meetings in the office, the teleworker must attend by phone and have meeting materials. Teleworkers must forward their desk phones to their telework phone (or, when not possible, record a message with an immediate contact number) and post a notice at their work station that they are teleworking and how they can be contacted.
3. Teleworkers must ensure they have all the documents, supplies, and equipment necessary to complete tasks while teleworking. Teleworkers should not rely on co-workers to facilitate their teleworking arrangement.
4. Employees should communicate with supervisors to ensure supervisors know what the teleworker will be working on and intends to accomplish during telework days. It is suggested that these communications take place at the beginning and/or end of each telework day. Similar communications with team members on group projects are encouraged.
5. Employees with active telework agreements are expected to telework on any scheduled work days when natural or manmade disasters cause early dismissal or government closure, to the extent practicable.

Supervisor Responsibilities:

1. The decision to grant, modify, or revoke telework belongs to the supervisor. The supervisor must balance a variety of factors in granting individual employee requests for telework. Determining the eligibility of individual employees for telework is made on a case-by-case basis by the supervisor. An office or division wide eligibility policy or schedule should only be used where the functions are similar enough to warrant uniformity.
2. Supervisors are responsible for ensuring appropriate office coverage of at least 60% of the staff, excluding inspectors. As such, supervisors may limit the number of individuals who telework on a given day.
3. Supervisors retain the right to override the telework schedule of individual employees or their group during emergencies and as dictated by business needs.
4. A supervisor must treat teleworkers consistent with non-teleworkers, specifically in considering promotion, awards, leave approval, and assignments. The performance elements and standards for teleworkers shall remain the same as non-teleworkers performing the same or similar duties.
5. PHMSA will hold executives, managers, and supervisors accountable for approving and monitoring employee's performance while teleworking. Supervisors will have a clear understanding of the teleworkers' tasks during telework days. Supervisors may make concrete assignments with deliverables, and request performance reports for the telework day that include what the teleworker is processing and accomplishing. Supervisors should not routinely assign work to in-office staff to accommodate teleworkers.



HUMAN RESOURCE MANAGEMENT POLICY

PHMSA TELEWORK POLICY


POLICY NUMBER: PHMSA 1501.1

U.S. DEPARTMENT OF TRANSPORTATION

**PIPELINE AND HAZARDOUS MATERIALS
SAFETY ADMINISTRATION**

ORIGINATING OFFICE: HUMAN RESOURCES DIVISION

EFFECTIVE DATE: November 7, 2010


Cynthia L. Quarterman
Administrator, PHMSA

NOTICE:

This publication is available digitally on the PHMSA SharePoint site. This policy document is supported by the *HR Speed Pass Telework Policy*, also available on the PHMSA SharePoint site.

OVERVIEW:

This document establishes the policy, authority, criteria, and responsibilities for managing telework in the U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA). It is PHMSA's goal to promote employees' participation in telework, while assuring appropriate controls for performance accountability, safety, and information security are in place.

TABLE OF CONTENTS

1	INTRODUCTION	1
1.1	PURPOSE	1
1.2	CANCELLATIONS	1
1.3	SCOPE	1
1.4	AUTHORITIES	1
1.5	DEFINITIONS	2
2	POLICY AND ELIGIBILITY	5
2.1	AGENCY POLICY	5
2.2	ELIGIBILITY	7
3	RESPONSIBILITIES	8
3.1	EMPLOYEE ACCOUNTABILITY	8
3.2	SUPERVISOR ACCOUNTABILITY	9
3.3	PHMSA TELEWORK COORDINATOR	10
3.4	LIABILITY	10
3.5	MANAGING WORKLIFE ISSUES	10
4	PROGRAM ADMINISTRATION	11
4.1	TELEWORK AGREEMENT	11
4.2	TELEWORK AGREEMENT MODIFICATION/TERMINATION	12
4.3	TELEWORKING IN EMERGENCY SITUATIONS	12
4.4	TRAINING.....	13
4.5	SECURITY AND EQUIPMENT.....	13
4.6	SAFEKEEPING OF GOVERNMENT MATERIALS/DOCUMENTS/EQUIPMENT	14
4.7	REPORTING REQUIREMENTS.....	15
4.8	EVALUATION	15
4.9	PAY, LEAVE AND TRAVEL ENTITLEMENTS.....	15
4.10	TIMEKEEPING	15
4.11	DISPUTES	15
4.12	HIGH-SPEED INTERNET REIMBURSEMENT	16
	APPENDIX A: PHMSA TELEWORK AGREEMENT	A-1
	APPENDIX B: MODIFICATION OF TELEWORK AGREEMENT	B-1
	APPENDIX C: HIGH-SPEED INTERNET REIMBURSEMENT REQUEST	C-1

1 INTRODUCTION

1.1 PURPOSE

- 1.1.1 This order sets forth the policy, authority, criteria, and responsibilities for managing telework in the U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA).
- 1.1.2 This order addresses managing telework in all situations, including regular telework, ad hoc telework, and telework in emergency situations. The goal is to promote PHMSA employees' participation in telework, while assuring appropriate controls for performance accountability, safety, and information security are in place.

1.2 CANCELLATIONS

- 1.2.1 PHMSA/Research and Special Programs Administration (RSPA) Teleworking Policy Statement, dated March 11, 1998.
- 1.2.2 PHMSA Acting Administrator Memorandum, "Reimbursement of High Speed Internet Costs for Teleworkers" dated November 21, 2007.

1.3 SCOPE

- 1.3.1 This order is applicable to all PHMSA organizations and employees.

1.4 AUTHORITIES

- 1.4.1 DOT Order 1501.1A DOT Telework Policy dated July 30, 2007.
- 1.4.2 DOT Information Technology and Information Assurance Policy Number 2006-22: Implementation of DOT's Protection of Personally Identifiable Information dated September 21, 2006.
- 1.4.3 U.S. Office of Personnel Management (OPM) Guide to Telework in the Federal Government dated August 2006.
- 1.4.4 PHMSA Continuity of Operations Plan (COOP), dated May 2007.
- 1.4.5 Federal Continuity Directive #1, dated February 2008, Federal Emergency Management Agency, Washington DC.
- 1.4.6 General Services Administration (GSA) Federal Management Regulation; Guidelines for Alternative Workplace Arrangements dated March 17, 2006.

- 1.4.8 The FY 2001 DOT Appropriations Act, enacted October 23, 2000 (P.L. 106-346). Section 359 of this law requires agencies to establish policies under which eligible employees may participate in teleworking to the maximum extent possible without diminished employee performance.
- 1.4.9 Public Law Number 104-52, Treasury, Postal Service and General Government Appropriations Act of 1996, §620 (31 U.S.C. §1348, note), enables agencies to use appropriated funds to install and fund telephone lines and/or other equipment in the homes of employees authorized to work at home.
- 1.4.10 U.S. Office of Personnel Management's (OPM's) Washington, DC Area Dismissal or Closure Procedures as amended or updated.

1.5 DEFINITIONS

- 1.5.1 Alternate Work Arrangement. An alternate work arrangement provides flexibility in work locations, work schedules, work hours, and other work arrangements. This may include the use of flexible and compressed work schedules, teleworking, job sharing, and/or other distributed work arrangements.
- 1.5.2 Alternate Worksite. A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telework center, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers.
- 1.5.3 Classified National Security Information or Classified Information. Information that has been determined pursuant to the provisions of Executive Order 12958, as amended, Classified National Security Information, to require protection against unauthorized disclosure. Classified National Security Information, must be handled, marked, and stored in specifically approved conditions.
- 1.5.4 Emergency Employee. Employee who is expected to report or remain at work in dismissal or closure situations unless otherwise directed by his/her agency.
- 1.5.5 Emergency Situation. A situation when normal facilities are not available or when public health situation guidance requires social distancing to avoid the spread of disease.
- 1.5.6 Essential Function. Function that must be continued so that the agency can provide vital services, exercise civil authority, maintain the safety of the public, and sustain the industrial/economic base during a disruption of normal operations.
- 1.5.7 For Official Use Only (FOUO) Information. Unclassified information and materials that may be exempt from mandatory release to the public under the Freedom of Information Act and/or the Privacy Act.
- 1.5.8 Hoteling. Shared office space used by teleworkers on a drop-in, as needed basis. These non-dedicated, non-permanent workspaces are reserved in advance and are distributed on a first-come, first-served basis. The space is equipped with standard office technology, such as phones, computers or laptop docking stations, faxes, printers, copiers, computer network connection, internet access, etc.

- 1.5.9 Mission Essential Functions. Functions that must be maintained for continuity of essential services during extended emergencies or other unique situations.
- 1.5.10 Mission-Critical Emergency Employee. Employee who is expected to remain in contact with his/her agency at all times during any closure situation to maintain continuity of Government operations. Mission-critical emergency employee may be called to work at their official duty stations or an alternative worksite during emergencies dealing with national security, extended emergencies, or other unique situations.
- 1.5.11 Mobile Work Arrangement. An employee with a mobile work arrangement has a full time permanent duty station in some location (usually his or her home) other than the assigned organizational location. Unlike traditional telework, in mobile work arrangements the home is not the alternate duty location, but rather the official duty station.
- 1.5.12 Official Duty Station. The city or town, county, and State identified as the official location of the employee's position of record. For a teleworker, the official duty station is the organizational location (e.g. headquarters office, regional office etc.) to which he or she reports every pay period when not teleworking or on temporary duty (e.g. in training or on travel.) *See also* Mobile Work Arrangement.
- 1.5.13 Personally Identifiable Information (PII). Any information about a human being, living or deceased, that is maintained by the agency and that permits the identity of an individual to be reasonably inferred by either direct or indirect means, including name, social security number, biometric records, education, financial transactions, and medical information.
- 1.5.14 Secure Remote Access (SRA). The ability of an authorized user to access a DOT network from outside the traditional network security boundary and to maintain that remote access link in a secure fashion.
- 1.5.15 Sensitive But Unclassified Information (SBU). Within PHMSA, sensitive but unclassified information is a broad term that describes sensitive information as defined in the DOT Order 1501.1A DOT Telework Policy. It also includes information that may be provided to PHMSA by private individuals or companies with the understanding that, to the extent permitted by law, PHMSA will not publicly disclose it. It includes law enforcement, contracting, procurement, proprietary, security, financial, PII, and other information that may be exempt from disclosure under the Freedom of Information Act, 5 USC § 552, and information protected from disclosure by the Privacy Act of 1974 (Privacy Act Information). PHMSA currently designates this information as either For Official Use Only or, as applicable, Sensitive Security Information.
- 1.5.16 Sensitive Information. Public Law 100-235, the Computer Security Act of 1987, defines sensitive information as any information which, if subject to unauthorized access, modification, loss, or misuse, could adversely affect the national interest, the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. Sensitive data at PHMSA also include proprietary data.

2 POLICY AND ELIGIBILITY

2.1 AGENCY POLICY

- 2.1.1 PHMSA recognizes the importance of telework and encourages the use of telework by its organizations to the maximum extent possible. Establishing a telework program at PHMSA is consistent with and supports departmental mission and performance goals and improves the Department's capability to support homeland and national security requirements. Properly administered, telework improves individual and organizational productivity; helps reduce highway congestion and mobile source emissions; serves as a recruitment and retention tool; and improves worklife quality. Moreover, it is an effective and efficient means for continuing critical functions when staff cannot travel to a central office due to geographical incidents, national disasters, extended emergencies or local incidents such as snowstorms or major traffic problems. See *HR Speed Pass Telework Policy* for the general PHMSA guidelines on managing the agency's telework program, as well as the employee (teleworker) and supervisor responsibilities.
- 2.1.2 PHMSA will market the use of telework in vacancy announcements as a tool for attracting potential applicants, retaining current employees, and providing reasonable accommodations for employees with disabilities, as well as for employees housed in Federal buildings undergoing renovation projects, emergency situations, and for addressing other needs.
- 2.1.3 PHMSA positions may be eligible for several types of telework: Regular (1 or more days per week), Pay Period (1 day per pay period) or Intermittent. Supervisors shall be responsible for applying the eligibility criteria specified in this policy to determine if the job characteristics of a particular position and the incumbent of that position are eligible to telework.
- 2.1.4 Eligible employees, including supervisors and managers, who occupy positions determined to be eligible for Regular telework will be provided the option of teleworking at least 1 day per week, consistent with the intent of Section 359 of PL 106-346 and DOT Order 1501.1A. Supervisors are not precluded from approving more than 1 day per week consistent with mission requirements.
- 2.1.5 Eligible employees who are unable to telework once a week due to organizational or personal considerations, are to be offered the opportunity to telework at least 1 day per pay period. If operational reasons or the nature of the employee's work (e.g. maintenance of on-site equipment) preclude biweekly telework, the opportunity to intermittently telework will be provided if the employee is otherwise eligible.
- 2.1.6 Employees shall be given the opportunity to establish an alternative work schedule (e.g., an approved compressed work schedule that enables the employee to work a full 80 hours in a pay period in fewer than 10 days) and also telework.
- 2.1.7 Employees who are injured, recuperating, and/or physically limited for a sustained period may be able to work at home and complete work assignments while minimizing sick leave. If there is sufficient suitable work that could be accomplished while teleworking for the period of the medical issue, such an accommodation can be considered, subject to the policies in this directive pertaining to performance, safety, etc. However, telework is not a substitute for sick leave. If an employee is out for medical reasons and cannot work, then he or she is to be placed on leave or

other options that are available to the employee. Before a supervisor approves telework for a medical accommodation, he or she must consult with the Human Resources Division for guidance. The employee must provide medical documentation from a physician that clearly identifies the limitation(s), indicates what the employee can or cannot do, and identifies the expected duration of the limitation(s). The supervisor is responsible for determining, based on the medical documentation, whether some or all duties may be performed at the telework location.

- 2.1.8 Management reserves the right to require employees to return to the official duty station on scheduled telework days based on operational requirements, and to establish non-telework days. Management is not required to reschedule telework days for the employees who miss their regular scheduled telework day(s) due to illness, travel, or mission requirements. Teleworking is not in and of itself an entitlement and must operate consistent with business needs.
- 2.1.9 PHMSA will hold executives, managers and supervisors accountable for approving and monitoring employee telework performance. To the extent appropriate, objectives with results-oriented measures related to telework participation will be in the performance plans of supervisors and managers.
- 2.1.10 Telework is not intended to serve as a mechanism to provide child or elder care services at home, or to perform any other activities unrelated to the employee's official duties. It is the responsibility of the employee to ensure that a proper work environment is maintained. *See Section 3.6 Managing Worklife Issues* in this policy for further information.
- 2.1.11 Telework, especially hoteling, shall be considered as an alternative work arrangement when planning for any building renovation in the Washington, DC, Metropolitan Area or any other PHMSA regional or field location.
- 2.1.12 PHMSA is not responsible for any operating costs, (with the exception of a monthly reimbursement for high-speed internet), associated with an employee's use of his or her personal residence as an alternate worksite. Operating costs PHMSA will not cover include home maintenance, insurance and/or home utilities. Reimbursement for high speed internet services will be provided only in accordance with PHMSA's written policy. *See Section 4.12 High-Speed Internet Reimbursement* in this document for further information.
- 2.1.13 Remote computing access to the PHMSA infrastructure supporting telework or certain emergency situations will be provided, as required, by the DOT Office of the Chief Information Officer (CIO) within the Common Operating Environment. Secure Remote Access (SRA) or other technologies can provide this capability.
- 2.1.14 The teleworker, teleworker's supervisor and PHMSA CIO should discuss options for access to PHMSA's network facilities as part of negotiating their telework agreement. (Specific policies and procedures supporting SRA are provided by the Office of the CIO independently of this telework policy.)
- 2.1.15 Appropriate information security measures and procedures will be maintained. PHMSA shall ensure that personally identifiable information, proprietary information and/or other sensitive information are handled and protected in accordance with applicable laws, regulations and policies. Employees who telework are to utilize the required security protections, such as encryption, for all sensitive information and follow this and/or other Departmental policies as they pertain to the protection of information system resources.

2.2 ELIGIBILITY

- 2.2.1 All positions within PHMSA are presumed to be eligible for some form of telework (Regular, Pay Period, or Intermittent) unless a specific reason for exclusion is identified when the position is created. The agency will from time to time review the eligibility status of all positions to determine that no circumstances have emerged that would alter the position's telework eligibility.
- 2.2.2 The following position and employee criteria described in this section shall apply when determining eligibility:
- 2.2.3 Position Eligibility Criteria. The degree to which a position has the following characteristics shall be considered in determining for what form of telework (Regular, Pay Period or Intermittent) a position is eligible:
- 2.2.3.1 Work activities are portable and are not dependent on the employee being at the official duty station. Portable work activities and tasks generally suited for telework include, but are not limited to, policy development, research analysis, program analysis, policy analysis, financial analysis, report writing, telephone-intensive tasks (excluding receptionist duties), computer-oriented tasks, data entry, word processing, Web page design or data processing.
 - 2.2.3.2 Work activities are conducive to remote supervisory oversight because of clear and measurable performance standards and results.
 - 2.2.3.3 Materials and information necessary to perform the duties of the position can readily be moved (electronically and/or physically) to and from the Federal office consistent with data and systems security requirements, including Privacy Act Protection requirements.
 - 2.2.3.4 Necessary interaction with co-workers, subordinates, superiors, and customers can be maintained electronically or by telephone without adversely affecting customer service or unit productivity. Organizations where most of the staff travel frequently may need to consider how necessary interaction and office coverage can be managed when determining the form of telework for which a position is eligible.
 - 2.2.3.5 Other position eligibility criteria that management determines to be appropriate, consistent with the Department's goals, business needs and objectives of telework.
- 2.2.4 Positions not Generally Eligible for Telework. Some characteristics, tasks and duties generally are not suitable for telework. These include, but are not limited to the following:
- 2.2.4.1 Positions that require the employee to have daily, in-person contact with co-workers, supervisory officials, customers, or the general public in order to be effective.
 - 2.2.4.2 Positions where operational requirements dictate employee presence at a specific work location.
 - 2.2.4.3 Positions that require routine access to classified information.

- 2.2.5 Employee Eligibility Criteria. Supervisors are to assess individual performance characteristics and criteria when considering an employee for a telework arrangement. Employee eligibility criteria, at a minimum, shall include the following:
- 2.2.5.1 A performance rating of record of at least “Meets Expectations” or equivalent with no documented need to improve performance.
 - 2.2.5.2 Note: Newly appointed employees (including probationary employees) with no rating of record with PHMSA may be presumed to be eligible based on the characteristics of the position and information obtained in pre-employment references with regard to eligibility criteria. At the option of the supervisor, such employee may also be asked to work onsite for a period of time to demonstrate eligibility characteristics. Supervisors should consult with HR when they wish to place a newly hired employee in a telework status.
 - 2.2.5.3 Demonstrated dependability and the ability to work independently.
 - 2.2.5.4 The ability to prioritize work effectively and utilize good time management skills.
 - 2.2.5.5 Compliance with Federal Government and agency standards of conduct.
 - 2.2.5.6 Access to high speed internet for employees whose positions require access to mission critical systems may influence the form of telework for which an employee is eligible (such as Regular, Pay Period, or Intermittent/project basis).
- 2.2.6 Employee Notification of Eligibility. All PHMSA employees will be provided a copy of the eligibility criteria. Employees newly appointed to PHMSA will be provided information on telework eligibility prior to or upon entrance on duty.

3 RESPONSIBILITIES

3.1 EMPLOYEE ACCOUNTABILITY

- 3.1.1 Supervisors shall hold employees accountable for achieving the results established in employee performance appraisal plans. Supervisors will not treat teleworkers differently than non-teleworkers with respect to achieving results. Supervisors and employees must have a common understanding of work objectives, desired results, and evaluation criteria. Measurement tools, such as status reports, progress reviews, and milestones should be used to measure and evaluate employee performance.
- 3.1.2 The performance elements and standards for teleworkers shall remain the same as non-teleworkers performing the same or similar duties. By signing a Telework Agreement, employees acknowledge that they understand, accept and agree they are bound by Federal Government and the Agency’s Standards of Ethical Conduct for Employees of the Executive Branch while working at an alternative worksite. Employees who telework at their home are expected to complete the scheduled workday when an early dismissal or government closure is

announced. This does not preclude an individual supervisor from making a decision to grant excused absence where circumstances warrant on an individual teleworker basis.

- 3.1.3 When the alternative work site is the employee's home, the employee is generally required to designate one area in the home as the official work or duty area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to the official work area. Employees are to review the Safety Checklist for the Home Work Space, which is a part of the telework agreement package, and are expected to ensure that all necessary and appropriate measures are taken to safeguard sensitive information.
- 3.1.4 While teleworking, the employee shall be reachable by telephone or e-mail during agreed-upon work hours. Employees who are teleworking shall employ mechanisms to notify customers who visit their offices or attempt to contact them while they are teleworking of the ways to reach them. The employee and supervisor shall document expected response time, check-in and other communication expectations in the work plan incorporated in the telework agreement. *See the HR Speed Pass Telework Policy* for more information on PHMSA employee (teleworker) responsibilities.
- 3.1.5 Employees who telework and receive the Transit Benefit will examine their transit costs monthly and report any resultant reduction in prospective benefits in accordance with Transit Benefit policy. *See <http://transerve.dot.gov>* for more information.

3.2 SUPERVISOR ACCOUNTABILITY

- 3.2.1 Supervisors of teleworkers are expected to:
 - 3.2.1.1 Work with their employees to structure assignments that facilitate teleworking.
 - 3.2.1.2 Strive to remove all barriers to telework.
 - 3.2.1.3 Promote training and information sharing related to telework techniques.
 - 3.2.1.4 Use available technology for communication and information sharing as an alternative to meeting in person.
 - 3.2.1.5 Maintain an overall awareness of office operations to avoid or address any potential disruptions resulting from the telework arrangement.
 - 3.2.1.6 Ensure that information security procedures are being followed at all times.
 - 3.2.1.7 Ensure that the hours spent teleworking are recorded on the timecard accurately and approved each pay period.
 - 3.2.1.8 Ensure that employees meet all telework conditions and monitor employee productivity and work quality to ensure employee performance is satisfactory. *See the HR Speed Pass Telework Policy* for more information on PHMSA supervisor responsibilities.

3.3 PHMSA TELEWORK COORDINATOR

- 3.3.1 PHMSA's Telework Coordinator is located within the Human Resources Division and manages the agency's telework program. The Telework Coordinator acts as a key contact for policy and program questions. Employees should maintain frequent contact with the Telework Coordinator to be sure that they follow policy and procedures, and for support and assistance should it be needed.

3.4 LIABILITY

- 3.4.1 The employee remains personally liable for his/her residence and personal property unless there is a clear showing of negligence on the part of the Government. The Government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's residence, except to the extent the Government is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claims Act. Reimbursement for high speed internet services will be provided only in accordance with PHMSA's written policy.

3.5 MANAGING WORKLIFE ISSUES

- 3.5.1 Telework is not a substitute for dependent care arrangements. Dependent care arrangements should not change substantially due to telework. Children or dependent adults who are in care situations should remain in those situations, regardless of whether the employee is teleworking. However, an older child (for example, after school) or relatively independent elderly adult may be in the home during telework hours, as long as he/she is capable of pursuing his/her own activities.
- 3.5.2 If a situation arises at the telework site during scheduled duty hours, where the employee must attend to a dependent or other personal emergencies (e.g., a flooded basement), the employee shall immediately notify the supervisor and arrange to take leave.
- 3.5.3 Supervisors should also take into account personal hardships that may adversely affect telework during an emergency shutdown. For example, if the employee is teleworking and main worksite closes due to inclement weather and the employee has school-aged children who are released from school due to the inclement weather, the supervisor may choose to grant the employee an excused absence or leave rather than requiring the employee to continue working.
- 3.5.4 Sole discretion for approving intermittent telework lies with the supervisor. The supervisor must determine that the intermittent telework does not affect the business needs of the agency at that time.

4 PROGRAM ADMINISTRATION

4.1 TELEWORK AGREEMENT

- 4.1.1 The Telework Agreement documents the employee's and supervisor's commitment to adhere to applicable guidelines and policies, such as the agency's policies on work schedules, core business day(s) and hours of duty. *See HR Speed Pass Telework Policy* for more information on PHMSA's core business days and hours in reference to telework.
- 4.1.2 Each employee who wishes to telework, including employees that telework intermittently or telework temporarily for medical reasons, must complete and sign the PHMSA Telework Agreement. All telework agreements must be signed by the employee and his or her supervisor and returned to the PHMSA Human Resources Division prior to commencement of telework. *See Appendix A: PHMSA Telework Agreement.*
- 4.1.3 For planning and emergency purposes, teleworker information extracted from the agreement is provided to the PHMSA Emergency Coordinator.
- 4.1.4 A request by the employee to change scheduled telework day(s) in a particular week or bi-weekly pay period should be submitted in advance and approved by the supervisor.
- 4.1.5 A permanent change in the telework arrangement requires a new or modified telework agreement. *See Appendix B: Modification of Telework Agreement*
- 4.1.6 After an employee completes and submits a proposed agreement to the supervisor, the supervisor has up to two weeks to make the determination and establish the Telework Agreement with the employee. A decision to deny the request must be in writing and must state the reasons for the denial.
- 4.1.7 A telework arrangement does not alter the terms and conditions of the appointment as specified on the employee's Notification of Personnel Action, Standard Form 50. However, an employee's official duty station may change if he or she does not regularly commute into the office. The telework arrangement must not affect other conditions of employment (e.g., hours of duty) unless otherwise specified in the agreement.
- 4.1.8 Employees who telework from home (even intermittently) must review the "Safety Checklist for the Home Work Space" to determine that their alternate worksite is safe and in compliance with government safety guidelines.
- 4.1.9 The Telework Agreement will state the telework days and hours the employee will work as well as the proposed alternate worksite location and contact information. The existence of a Telework Agreement does not preclude occasional work from another location not specified in the agreement, if acceptable to the supervisor. The supervisor has discretion whether to approve the alternate location(s) considering whether the location is consistent with safety standards and whether work could be productively accomplished from such a location, with appropriate consideration for sensitive (classified or otherwise) information. A home worksite may be self-certified by the employee by reviewing the "Safety Checklist for the Home Work Space." *See Appendix A.*

- 4.1.10 All PHMSA employees who access PHMSA systems as part of their telework arrangement must sign the Rules of Behavior Agreement and agree to the conditions of the DOT Guide to Information Protection for Users issued by the Office of the Secretary of Transportation.
- 4.1.11 Telework agreements will be reviewed at least annually, or at any time when business conditions or employee performance indicate that a change is appropriate. This review will generally be accomplished at the time of the annual performance review. Emergency Response Group members' designations, work plans, and Telework agreements must be updated annually.

4.2 TELEWORK AGREEMENT MODIFICATION/TERMINATION

- 4.2.1 Telework arrangements may be terminated by either the supervisor or the employee by written notification of termination of the Telework Agreement. Modifications that will span more than one pay period should be in writing. The supervisor may terminate or modify the telework agreement verbally in emergency situations. *See Section 4.3 Teleworking in Emergency Situations.*
- 4.2.2 The termination or modification of a Telework Agreement may be permanent or temporary. Reasons for temporary terminations or modifications include, but are not limited to, special projects requirements, office coverage, and travel requirements.
- 4.2.3 The Modification of Telework Agreement form should be used to document any termination or written modification. *See Appendix B: Modification of Telework Agreement.*

4.3 TELEWORKING IN EMERGENCY SITUATIONS

- 4.3.1 Under PHMSA's Continuity of Operations (COOP) plan, certain positions and employees are designated to perform mission-essential functions. Employees performing mission-essential functions will be informed of such through a letter of designation. This designation requires that an employee have executed a telework agreement. PHMSA's COOP Deployment Plan is used during National Security Emergencies and threats of such emergencies.
- 4.3.2 Telework to perform essential functions may be initiated when a worker is notified by supervisory, management, or departmental authorities. Because all emergency situations cannot be anticipated, employees performing essential functions may be provided less than a 1-business day notice that they should report to their approved alternate worksite. Employees should maintain appropriate equipment, supplies, and reference materials for performing essential functions at their telework location. Reference materials may include records designated as vital records by other PHMSA policy.
- 4.3.3 Telework to perform mission-essential functions may be initiated for an extended emergency or threat situation. Supervisors need to have multiple and redundant means to notify mission-critical emergency employees that emergency telework to perform mission-essential functions has been initiated. This generally means deployment of the Emergency Response Group to PHMSA's Alternate Facility, but may include mandatory telework from other locations. See Emergency Coordinator for further information on the Emergency Response Group.
- 4.3.4 Supervisors may waive criteria for position eligibility and employee eligibility to ensure that essential and mission-essential functions are performed according to PHMSA's COOP plan.

Supervisors should take appropriate steps to ensure that effective employee performance is maintained.

- 4.3.5 If an agency dismissal or closure occurs due to an emergency on an employee's telework or non-telework day, the employee can be required to continue or commence working from the alternate worksite.
- 4.3.6 Consistent with the U.S. Office of Personnel Management's (OPM's) *Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations*, employees as soon as practicable will contact their supervisor or designee regarding an excused absence from duty during an emergency if the emergency adversely affects the alternate worksite site (e.g., disruption of electricity), if a teleworker faces a personal hardship that prevents the employee 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 his/her official duty station.

4.4 TRAINING

- 4.4.1 To support an effective telework program, PHMSA will provide telework training for supervisors and employees. Training should be completed prior to commencement of telework. Online training will be made available to fulfill this requirement. All new supervisors will be trained in management of teleworkers and will be briefed on the requirements of this policy. The training should include the following:
 - 4.4.1.1 An overview of the telework program including eligibility criteria and standards.
 - 4.4.1.2 Useful tips that help supervisors and employees understand how the program is to function, including: strategies for managing an effective telework arrangement and how to manage for results, compatible work projects, how to perform performance management responsibilities under a telework arrangement, how to schedule and track work assignments, and how to ensure effective communication.
 - 4.4.1.3 The security requirements for PHMSA systems and the protection of SSI, FOUO data, PII, and proprietary information.

4.5 SECURITY AND EQUIPMENT

- 4.5.1 No employee may take documents containing classified information to an alternate worksite unless arrangements have been approved in advance, and in writing, by the DOT Office of Security (M-40) based upon need and demonstrated compliance with all applicable security requirements. The PHMSA Alternate Facility is an example of an approved facility. Any employee who transports classified information outside of the DOT HQ building must possess a "Classified Materials Courier Letter," issued by M-40. Requests for Courier Letters for PHMSA employees must be endorsed by the PHMSA's Emergency Coordinator.
- 4.5.2 Employees who telework are to utilize the required security protections and follow PHMSA policies as they pertain to the protection of information and information system resources. These policies require that all data on mobile devices, including memory sticks and CD-ROMS which carry agency SPII be encrypted, unless a waiver is specifically approved by the PHMSA Chief Information Security Officer. Employees who access information containing SPII remotely shall

use SRA or other appropriate secure technologies, which will be provided by the Office of the CIO. See Employee Awareness Guide to Information Assurances and Technology Security for more information. If you have difficulty in locating this document, contact the PHMSA Office of the CIO.

- 4.5.3 Electronic records containing SPII may not be saved to personal equipment or media. SRA prevents accessed information from being written to non-government computer storage devices.
- 4.5.4 PHMSA may provide government equipment to employees approved for telework. Each Program Office has the discretion to determine what, if any, equipment will be provided.
- 4.5.5 Employees shall not authorize any other person to use any government furnished equipment.
- 4.5.6 The employee is responsible for all installation, service, and maintenance of all personal equipment. The agency shall be responsible for the maintenance of all government furnished equipment. The employee may be required to bring government-equipment into the office for maintenance. The employee must return all government-furnished equipment and material to the agency at the conclusion of telework arrangements or upon the agency's request.
- 4.5.7 The employee must sign appropriate user agreements to install government-furnished software on personal equipment.

4.6 SAFEKEEPING OF GOVERNMENT MATERIALS/DOCUMENTS/EQUIPMENT

- 4.6.1 Transfer of SBU, including SSI, FOUO data, PII, and proprietary information to an alternate worksite shall be minimized. An employee should take from the worksite only the sensitive information absolutely necessary for the expected telework. Documents and other information shall be under the continuous direct control of the teleworker whenever they are being transported from the official duty station to the alternate worksite. They should be transported only in a closed container (e.g., briefcase or zipped case). At no time should a teleworker openly review sensitive information while using public transportation (including in an airport) or in a car or vanpool where unauthorized persons might be able to observe it. Any files containing sensitive information, including PII, introduced into a computer at an alternate worksite must be permanently deleted before the teleworker's departure from the site.
- 4.6.2 SBU, including the categories of information mentioned in the above paragraph, shall be stored in a locked desk, briefcase, or file container at the alternate worksite when not under the employee's direct control. Computer privacy screens which block PC screen visibility to other persons shall be used when sensitive information is displayed on a computer monitor at an alternative worksite where others have access.
- 4.6.3 Employees shall minimize transfer of hard copy records containing SPII from the official duty station to an alternate worksite. An employee must have a supervisor's specific written approval to take hard copies of documents that contain SPII to an alternate worksite. Employees must transport documents containing SPII in a locked container. Employees may not remove from their official duty station documents containing SPII about multiple individuals and may not under any circumstances remove an Official Personnel Folder (OPF) from the government worksite. The requirements of section 4.6 also apply when teleworking using or accessing an electronic OPF (eOPF). Additionally, the users of eOPF must clear the browser cache and close the browser before leaving the computer.

- 4.6.4 Employees must immediately notify their supervisor of any lost or stolen equipment, media, or data. Supervisors are responsible for immediately notifying PHMSA's CIO.
- 4.6.5 Some restrictions may be suspended in an emergency situation where more records are needed for continuity of operations. SPII, including other employees' home telephone numbers needed for emergency telephone notification and personnel accountability procedures, must be controlled on a need-to-perform official functions basis.
- 4.6.6 Neither family members nor other non-government individuals are authorized to handle and/or view any government SBU.
- 4.6.7 Employees shall leave with their supervisor an inventory of sensitive information that they physically take to an alternate worksite so proper notifications may be made regarding the information in the event of its loss or theft.

4.7 REPORTING REQUIREMENTS

- 4.7.1 Annual summary reports on telework shall be submitted to the Assistant Secretary for Administration, through the Departmental Director of Human Resource Management, by March 31 of each calendar year. Data reported will be made available to employees on SharePoint or an equivalent internal communication tool.

4.8 EVALUATION

- 4.8.1 To evaluate the overall effectiveness of the PHMSA Telework Program, PHMSA shall periodically collect both qualitative and quantitative information about the telework program, including employee perception of the program, concerns from employees and their supervisors, costs, benefits, training programs, and any unanticipated issues that arise.

4.9 PAY, LEAVE AND TRAVEL ENTITLEMENTS

- 4.9.1 All pay, leave and travel entitlements must be based on the employee's official duty station.

4.10 TIMEKEEPING

- 4.10.1 Each pay period, timekeepers must record telework time for employees who teleworked. Timekeepers are responsible for accurately recording appropriate Telework Codes in the timekeeping system.
- 4.10.2 Supervisors, as part of the timecard approval process, are responsible for ensuring that telework days are properly coded and recorded for each pay period that the employee teleworked.

4.11 DISPUTES

- 4.11.1 PHMSA encourages resolution of all workplace disputes at the lowest possible level. PHMSA supervisors and employees are encouraged to resolve any disagreements or disputes regarding telework on an informal basis. You may contact PHMSA's Telework Coordinator for assistance in resolving any dispute. However, if the disagreement cannot be resolved informally, the

employee may elevate the dispute by following the below procedures. An employee who submits a dispute following the below procedures waives their right to use the Agency grievance procedures to resolve the dispute.

- 4.11.1.1 The employee must submit a written explanation of the dispute to his/her supervisor within 15 days of the event that gave rise to the dispute, or within 10 days of the conclusion of any alternative dispute resolution (ADR) process, whichever is later. The explanation should include enough detail to understand the issue and a proposed resolution to the dispute.
- 4.11.1.2 The supervisor will respond to the employee within 10 days of submission. The supervisor may 1) accepted the proposed resolution, 2) reject the proposed resolution, or 3) propose an alternative resolution.
- 4.11.1.3 If the employee's dispute is rejected in whole or in part, the employee may appeal the supervisor's decision within 7 days to the next level supervisor. The employee must submit the appeal in writing to the first level supervisor who will forward it to the second level supervisor. The appeal need not further explain the dispute. It may be as simple as "I appeal my supervisor's decision." However, the employee may supplement the dispute if he/she so chooses (e.g., responding to the supervisor's explanation of his/her decision).
- 4.11.1.4 The second level supervisor has 21 days from receipt of the appeal to decide the appeal. The second level supervisor's decision is final. There is no further right of appeal.
- 4.11.1.5 Employees may contact the PHMSA Human Resources Division for information regarding grievances.

4.12 HIGH-SPEED INTERNET REIMBURSEMENT

- 4.12.1 PHMSA recognizes that the effectiveness of telework is enhanced if employees have high-speed internet access to DOT and PHMSA mission-critical systems and networks. High speed internet service is required for access to PHMSA mission systems (e.g., SMART, HMIS, M-HIP) while teleworking. This ensures that these systems will perform in an optimum manner with remote access. It is also possible to accomplish significant work without accessing the DOT network by using memory sticks to work on a local drive or by using web mail. Nonetheless, high speed access may also be helpful in accomplishing PHMSA's mission during national emergencies requiring a majority of employees to telework (e.g., a pandemic).
- 4.12.2 All employees teleworking on a regular and recurring basis (regular scheduled teleworking at least one day a week or two days per pay period), and also field employees who telework intermittently due to the travel requirements of their positions, will be reimbursed \$15 per month of the cost of high-speed service (paid on a quarterly basis).
 - 4.12.2.1 For those staff for whom the official duty station is their residence, PHMSA will reimburse 100% of the actual cost of high-speed internet service. A remote duty station at a residence is treated like a field office for purposes of information technology and telecommunications expenses. Accordingly, internet and other telecommunications costs are eligible for reimbursement by the agency. Eligible employees are required to follow the reimbursement process outlined below.

- 4.12.3 The partial reimbursement rate is based on a review of current pricing for high-speed (cable/DSL) internet service. This amount may be adjusted at PHMSA's discretion as market conditions warrant. The cost for satellite internet service is eligible for reimbursement only if the teleworking employee's duty station/residence is in an area where neither cable nor DSL is available. Payment is contingent upon the employee having a current, signed telework agreement on file with the Human Resources Division, compliance with PHMSA policies with regard to privacy and information security, and submission and approval of the required forms. Procedures for applying to receive reimbursement can be found in *Appendix C: High-Speed Internet Reimbursement Request*.

APPENDIX A: PHMSA TELEWORK AGREEMENT

Employee's Name:		Date of Request:	
Employee's Supervisor:			
Employee's Organization:			
Employee's Timekeeper:			
Start Date:	No. of Days at Alternate Worksite per pay period (PP): <input type="checkbox"/> ("I" for intermittent)	Choose Worksite: <input type="checkbox"/> Telecenter <input type="checkbox"/> Home	
End Date:		<input type="checkbox"/> Other (specify) _____	
Do not check all three boxes. <input type="checkbox"/> Regular and recurring basis (at least two days per PP) <input type="checkbox"/> Pay Period Basis (one day per PP) <input type="checkbox"/> Intermittent/Project Basis (irregular schedule) (It is presumed that an employee eligible for regular or pay period telework is also eligible for intermittent telework as approved by the supervisor)		Is high-speed internet access available at alternate worksite either now or when telework commences? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone # of Alternate Worksite
		Days Teleworking per PP: (week 1) (week 2) <input type="checkbox"/> Mon. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Fri. <input type="checkbox"/> Intermittent/Project Basis ___ No. of Days per PP (Variable Day)	Official Tour of Duty: Regular Day Off (if any):
Location of Alternate Worksite (specify address):			
PHMSA Telework Agreement Employee Work Plan pertaining to work assignment, communication methods, and work reporting is attached.			
I understand that if approved, this agreement is subject to all agency guidelines, rules and regulations. I certify that I have read and understand the PHMSA Telework Policy for participation in the Telework Program and have understood and agree to the provisions in this document. I understand that I must take the telework training before I can commence teleworking. The telework training is available through eLMS. I will provide a copy of the training completion certificate to PHMSA's Telework Coordinator. I have reviewed the Safety Checklist for Home Work Space (where applicable). This checklist is not legally binding, but details management expectations. Signature on the telework agreement indicates compliance.			
Employee's Signature:		Date:	
<input type="checkbox"/> Approved (Employee performance currently 'Meets Expectation' or better)	<input type="checkbox"/> Disapproved	Reason not approved (attach additional sheet if needed):	
Supervisor's Signature:		Date:	

PHMSA TELEWORK AGREEMENT (Continued)

PHMSA Expectations of Employee:

Unless otherwise specified as a condition of employment (e.g., for the performance of essential functions), telework participation is voluntary on the part of the employee.

Employee's timekeeper will have a copy of the employee's alternate worksite schedule. Employee's time and attendance will be recorded according to time and attendance procedure in place.

Employee agrees to follow procedures for tracking and monitoring hours of duty.

Employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.

Employee shall be reachable to the same extent as when in the office by telephone or e-mail during agreed-upon telework hours.

Employee will complete all assigned work according to work procedures discussed between the employee and the supervisor and according to guidelines and standards stated in the employee's performance plan.

Employee's job performance will be appraised in accordance with his/her performance plan, regardless of where work is performed.

Employee's most recent performance rating of record must be at least "Meets Expectations" or equivalent with no documented need to improve to continue teleworking.

Employee will continue to work in pay status while working at his/her alternate worksite. If employee works overtime that has been ordered and approved in advance, he/she will be compensated in accordance with applicable law, regulation and other Federal guidance.

Employee agrees to continue to follow established procedures for requesting and obtaining approval of leave.

Employee has reviewed Safety Check List for Home Based Teleworkers (where applicable) and agrees to comply with the guidelines therein. This checklist is not legally binding, but details management expectations. A signed telework agreement indicates intended compliance.

Employee standards of conduct continue to apply to employees at their alternate worksite.

Alternate Worksite Costs

The Government is not responsible for operating costs, home maintenance, or any other incidental cost whatsoever (e.g., utilities, additional insurance coverage, etc.) associated with the use of the employee's residence as an alternate worksite. By participating in this program, employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and implementing regulations.

Liability & Injury Compensation

Employee remains personally liable for his/her residence and personal property unless there is a clear showing of negligence on the part of the Government. The Government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's residence, except to the extent the Government is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claims Act.

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 their approved alternate worksite.

Security & Equipment

Employee will protect Government equipment located at his/her alternate worksite in accordance with the established procedures. Government-owned equipment will be serviced and maintained by the Government.

Employee agrees to notify the supervisor of any problems with the equipment in the home worksite.

Employee will apply approved safeguards to protect Government/Agency records from unauthorized disclosure or damage and will comply with the Privacy Act requirements set forth in the Privacy Act of 1974, Public Law 93-579, codified at Section 552a, Title 5 U.S.C, DOT SPII Policy, OMB M-06-16 and OMB M-07-16. Management will provide adequate training on the requirements to be applied.

Employee is responsible for ensuring the safety and adequacy of the home workplace and for ensuring applicable building and safety codes are met. This includes but is not limited to assuring that the home's electrical system is adequate for the use of Government equipment and safeguarding Government equipment from children and pets.

All Government-provided equipment is for official business. Employees are prohibited from using such equipment for private or other unauthorized purposes (computer equipment is only authorized for federal staff use at all times).

If the Government provides computer equipment for the alternate worksite, the following security provisions apply:

- a. Employee must lock the personal computer when it is not in use during duty hours and at all times during non-duty hours.
- b. Employee will not use unauthorized software on the personal computer.
- c. Employee shall comply with DOT Departmental Information Resource Management Manual (DIRMM).
- d. Employee must ensure data on all mobile computers/devices which carry agency data (unless the data is determined to be non-sensitive) is encrypted.
- e. Employee shall comply with PHMSA Internet and Email Use Policies

- f. Employee shall comply with DOT Sensitive Personally Identifiable Information (SPII) Policy.
- g. An employee who will access the PHMSA computer databases must obtain permission (and provide justification) from the system owner and privacy officer of a dataset before downloading it to the personal computer.

Continuing Essential Functions

Telework will also be used to continue essential function in weather or other emergencies to the extent feasible. Other specifications for Emergency Telework are delineated in the work plan, where applicable.

Program Evaluation

As required, supervisor and employee will complete surveys on the program's impact on the office, the employee, the supervisor, and other organizational elements.

Termination

Employee may terminate participation in this program at any time. Management has the right to remove the employee from the program if employee's performance is below a "Meets Expectations" level, if teleworking adversely impacts the organization or project, or for any other legitimate business reason.

EMPLOYEE WORK PLAN

This work plan is attached to the Telework Agreement approved by the supervisor.

Employee's Name _____

What work/projects will the employee accomplish at the alternate worksite?

What measures will be used to assess how well the employee's performance is meeting expectations?

Are any additional tools or equipment needed to accomplish the work at the alternate worksite?

Are there any barriers that needs to be addressed and how will they be handled?

How will contact be maintained with external and internal customers and co-workers?

How will contact be maintained with supervisor?

For intermittent telework, how will scheduling be handled? (e.g. advance request to supervisor.)

SAFETY CHECKLIST FOR THE HOME WORK SPACE

Participating employees may use the following checklist to assist them in a survey of the overall safety and adequacy of their alternate worksite. The following are only recommendations, and do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites. A signed telework agreement indicates intended compliance with this checklist.

- Practice a fire evacuation plan for use in the event of an emergency.
- Check your smoke detectors regularly and replace batteries once a year.
- Always have a working fire extinguisher conveniently located in your home, and check the charge regularly.
- Computers are heavy. Always place them on sturdy, level, well maintained furniture.
- Choose an office chair that provides good supporting backrests and allows adjustments to fit you comfortably.
- Locate your computer to eliminate noticeable glare from windows and lighting.
- Place computer monitor at a height that is comfortable and does not require neck or back strain.
- Locate computer keyboards at heights that do not require wrist strain or place the keyboard on an adjustable surface.
- Install sufficient lighting in locations that reduce glare at the work surface.
- Arrange file cabinets so that open drawers do not block aisles, and leave aisle space where possible to reduce tripping hazards.
- Always make sure electrical equipment is connected to grounder outlets.
- Avoid fire hazards by never overloading electrical circuits.
- Inspect and repair carpeting with frayed edges or loose seams. Avoid using throw rugs that can cause tripping hazards in your workspace.
- Locate computers, phones and other electrical equipment in a manner that keeps power cords out of walkways.
- Keep your work area clean and avoid clutter which can cause fire and tripping hazards.
- Do not allow non-government employees to operate or repair government owned equipment.
- Always keep government files and information in a secure place and do not advertise your home office to strangers.
- Always use proper lifting techniques when moving or lifting heavy equipment and furniture.
- Always report accidents and injuries immediately to your supervisor.

APPENDIX B: MODIFICATION OF TELEWORK AGREEMENT

REVIEW, TERMINATION OR MODIFICATION OF TELEWORK AGREEMENT	
Employee's Name	Effective Date:
Employee's Supervisor	Employee's Organization
Select One 1) <input type="checkbox"/> Termination of Telework Agreement (complete Block A) 2) <input type="checkbox"/> Temporary Cancellation of Telework Agreement (complete Block B) 3) <input type="checkbox"/> Extension/Modification of Telework Agreement (complete Block C) 4) <input type="checkbox"/> Agreement has been reviewed and no changes are needed.	
A. Provide reason (s) for termination of Telework Agreement	
B. Provide dates for period of temporary cancellation of Telework Agreement and reason(s) for temporary cancellation. Beginning Date _____ End Date _____ Reason (s):	
C. Specific modifications to Telework Agreement: <i># of days, location, work hours, end date etc.)</i> Reason(s): <input type="checkbox"/> No change except for extension of end date to _____	
Employee Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____
Human Resources Division: _____	Date: _____

APPENDIX C: HIGH-SPEED INTERNET REIMBURSEMENT REQUEST

C.1 REIMBURSEMENT REQUEST PROCESS

- C.1.1 On a quarterly basis, employees participating in the high-speed internet reimbursement program for teleworkers create a local voucher in GovTrip in the amount of reimbursement. A copy of the bill from the internet service provider must be uploaded to GovTrip.
- C.1.2 The funds administrator will review the local voucher in GovTrip, and will certify availability of funds.
- C.1.3 Upon approval by the funds administrator, the employee's immediate supervisor will review the local voucher in GovTrip. The supervisor must verify that a telework agreement has been signed prior to approving local voucher.

C.2 GENERAL INSTRUCTIONS

- C.2.1 If the employee's schedule of telework is modified in such a manner that he/she moves from being a regular (twice or more per pay period) teleworker (or a field employee with an intermittent telework schedule due to travel requirements) to a situation in which the official duty station is his/her residence, a new application must be submitted before a higher level of reimbursement may be approved. Likewise, if an employee's telework schedule is reduced to a schedule that no longer qualifies for reimbursement, eligibility to request reimbursement is automatically cancelled.
- C.2.2 As with all reimbursement claims, reimbursement for high-speed internet service is subject to review in future audits.

APPENDIX C: HIGH-SPEED INTERNET REIMBURSEMENT REQUEST

The following text is stricken:

C.1.1 On a quarterly basis, employees participating in the high-speed internet reimbursement program for teleworkers create a local voucher in GovTrip in the amount of reimbursement. A copy of the bill from the internet service provider must be uploaded to GovTrip

C.1.2 The funds administrator will review the local voucher in GovTrip, and will certify availability of funds.

C.1.3 Upon approval by the funds administrator, the employee's immediate supervisor will review the local voucher in GovTrip. The supervisor must verify that a telework agreement has been signed prior to approving local voucher.

and replaced with the following text:

C.1.1 On a quarterly basis, employees participating in the high-speed internet reimbursement program for teleworkers create a local voucher using SF1164 Claim for Reimbursement for Expenditures on Official Business in the amount of reimbursement. A copy of the bill from the internet service provider must accompany the SF1164.

C.1.2 The funds administrator will review the local voucher and will certify availability of funds.

C.1.3 Upon approval by the funds administrator, the employee's immediate supervisor will review the local voucher. The supervisor must verify that a telework agreement has been signed prior to approving local voucher.