

DPPEA TELEWORK POLICY
July 1, 2009

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**Division of Pollution Prevention & Environmental Assistance
Telework Program**

I. POLICY

Generally, any occupation/job involving portable work can be considered for inclusion in the Division of Pollution Prevention & Environmental Assistance (DPPEA) telework program. This policy does not apply to interns or temporary/contract employees. Using established criteria management will decide whether a position and/or employee is eligible to participate in the telework program. In addition, individual Sections within DPPEA may have additional requirements than those listed in this policy. Participation in the program is voluntary for Employees and at the discretion of management and/or the employee's supervisor. Termination of an agreement by management is not a grievable issue under the personnel policies. Withdrawal from the program can occur after providing sufficient advance notice to ensure management and employees have adequate time to plan for reversions back to a regular work environment and schedule. Employee's compensation and benefits will not change simply as a result of participating in the telework program.

Employees who wish to participate in the telework program must complete Attachments 1-4, which include the application form, a safety checklist, the supervisor-employee checklist, and the Telework Program Agreement. These forms shall be reviewed periodically throughout the duration of the program (i.e. during annual reviews or when warranted). DPPEA may provide equipment (subject to availability) within the parameters of governing laws, rules and regulations deemed necessary by the supervisor for work assignments.

II. RESPONSIBILITIES

A. EMPLOYEES participating will:

1. complete Attachments 1-4: Telework Application Form, Employee Self-Certification Safety Checklist, Supervisor-Employee Checklist, and Telework Program Agreement;
2. observe agreed-upon hours of work in accordance with established DPPEA policies;
3. observe policies and procedures that normally apply to the official duty workplace including those for requesting leave and use of government equipment only for official purposes;
4. maintain a log of work performed in a format agreed upon by the employee's supervisor,
5. check their voice mail daily and email every two hours at a minimum;

6. be willing to share their home and/or cell phone number with co-workers;
 7. update Outlook Public calendar to reflect their telework schedule including a number where they may be reached; and
 8. limit teleworking to 2 days per week maximum or 40% of employee's work schedule unless otherwise approved by the employee's supervisor.
- B. SUPERVISORS will:
1. Approve appropriate employees to participate in the program;
 2. Ensure performance standards and measures are in place for work performed at and away from the official duty station;
 3. Maintain records and information to evaluate the program; and
 4. Verify that Attachments 1, 2, and 4 are submitted satisfactorily, discussing changes with the employee if needed, and complete the Supervisor-Employee Check List (Attachment 3).
- C. APPROVING OFFICIALS will :
1. Evaluate the impact of the program on the efficiency and effectiveness of work operations within their organization. The approving official is the Division Director or his designee. The Telework Program activities will be periodically reported to the Office of State Personnel.

III. GUIDELINES

- A. EMPLOYEE PARTICIPATION. The program is targeted to employees whose duties could be performed away from the official duty station. Participation is voluntary, with supervisory approval.
- B. APPROVAL CRITERIA. Approval of participation in this program is a key activity from both individual and organizational standpoints. The criteria used to approve participants will depend upon a number of interrelated issues namely:
1. The Employee
 - a. the employee's most recent overall performance rating must be very good or better;
 - b. the employee has clearly defined performance standards and measurements in their individual performance management work plan;
 - c. employee must no longer be under the probationary period;
 - d. the employee is willing to sign and abide by a written telework agreement;
 - e. the employee must be able to provide an adequate alternative work location with sufficient space and **access to a telephone and internet connection**, and without undue interference which could impair

- productivity;
- f. the employee has demonstrated self-starter characteristics, works well independently, has demonstrated dependability, is highly motivated, can deal with isolation, and has good time management skills.

2. The Supervisor

- a. The supervisor should be supportive of the concept and willing to work through any problems or obstacles that may occur;
- b. the supervisor should be comfortable with evaluating work performance in a manner compatible with telework conditions, measuring performance by results and without direct observation; and
- c. the supervisor should be an effective communicator and must be able to clearly define tasks and expectations.

C. POSITION CRITERIA. Appropriate telework positions are those with the following characteristics:

- 1. Work activities are portable and can be performed as effectively outside of the office;
- 2. job tasks are easily quantifiable or primarily project-oriented;
- 3. job responsibilities include reading and/or processing tasks;
- 4. security of data including sensitive, non-classified, privacy act concerns, etc., can be adequately assured.

D. WORK AGREEMENTS. Each employee must sign a work agreement that covers the terms and conditions of the telework program. The work agreement constitutes an agreement by the employee and supervisor to adhere to applicable guidelines and policies.

E. WORK SCHEDULES. Work hours away from the office will vary depending upon the individual arrangements between employees and their supervisors. The employee must be available in the office as needed during the week for face-to-face meetings, access to facilities, etc., but telework schedules must identify the days and times the employee plans to work in each work setting. Work schedules can parallel those in the office or be structured to meet the needs of participating employees and their supervisors. Several types of telework options are available.

- 1. Regular. Regular telework is scheduled for no more than 2 days of telework per week or 40% of employee's work schedule unless otherwise approved by the employee's supervisor as agreed upon by the supervisor and the employee.
- 2. Medical. DPPEA may allow certain employees with serious medical disability and/or life threatening conditions to work at home, on a full or part-time basis. Medical conditions may include, but are not limited to, recovery from serious injury or

surgery, recovery from cancer treatments, communicable disease, and AIDS-related situations.

3. Flex time will continue to be available to employees who are participating in the telework program if the supervisor agrees.

F. POSITION AND PERFORMANCE ISSUES

1. Position Descriptions. Changes to position descriptions should not be required, unless the telework arrangement changes the actual position duties. Minor modifications may be made to reflect the supervisory controls or work environment factors.
2. Performance Standards. Existing performance standards and agreements will be used to measure performance. Supervisors will review critical elements and performance standards with employees to determine what is expected of the employee prior to working at the alternate duty station and periodically during the program to determine the effectiveness of work performed at the alternate duty station. As part of this review, the employee must maintain a log of work performed in a format agreed upon by the supervisor.

G. TIME AND ATTENDANCE ISSUES

1. Hours of Duty. Employees may work standard schedules or follow alternative work schedules depending upon the agreement between the employee and the supervisor. Normal work hours, including a non-paid lunch period of at least 30 minutes, are:
 - a. Regular - five 8-hour days, Monday through Friday, on one of the standard shifts. Scheduled hours of duty at the alternate work station should fall within Department of Environment and Natural Resources' (DENR's) policy for standard working hours.
 - b. Flex time - as described in the Division's flex time policy.
2. Leave. The policies for requesting annual leave, sick leave, or leave without pay remain unchanged. Employees are responsible for requesting leave in advance from the supervisor.
3. Certification and Control of Time and Attendance. Proper monitoring and certification of employee work time is critical to the success of the program. DPPEA's policy for certification of time and attendance requires supervisors with employees working at remote sites to provide reasonable assurance that they are working when scheduled. Reasonable assurance may include occasional supervisory telephone calls, occasional visits by the supervisor to the employee's work site, and determining reasonableness of output for the time spent. A log of work performed will also be required.

4. Administrative Leave, Dismissals, Emergency Closings.

Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain unchanged. The ability to conduct work, whether at home or at the office, determines when an employee may be excused from duty.

H. WORKER'S COMPENSATION. All accidents/injuries sustained at alternate work sites during duty hours must be reported immediately to the employee's supervisor and the safety officer.

Prior to entering a telework agreement, employees must complete the Employee Self-Certification Safety Checklist (Attachment 4) which identifies significant safety standards that should be met. If the employee should report an accident/injury as a result of telework activities, then the employer will investigate the conditions leading to the accident and may conduct a site safety inspection, if the employer deems it necessary to complete the investigation.

I. FACILITIES ISSUES

1. Alternate Duty Station Space. Employees participating in the telework program should have a designated work space or work station for performance of their duties. Requirements will vary depending on the nature of the work and the equipment needed to perform the work. At a minimum, an employee should be able to easily communicate by telephone and have internet connection for the purpose of work-related communications.

2. Alternate Duty Station Utility Expenses. Incremental utility costs associated with working at an alternate duty station are not paid by DPPEA.

3. Miscellaneous Expenses. Costs associated with the copying of work-related materials, fax charges, express mail, etc. will not be reimbursed by DPPEA. Employees participating in telework should complete these duties at their official duty station, using DPPEA equipment, services, and materials.

J. TELECOMMUNICATIONS AND EQUIPMENT

1. Telephone. Employees are required to have access to a phone and be available to answer work related calls. DPPEA can provide calling cards for employees working under an approved telework agreement for business-related long distance calls on their personal phone. Employees may obtain calling card through their supervisor.

2. DPPEA Property and Equipment. DPPEA-owned property and equipment may be used by employees in their private residences, provided the equipment is used only for official

business. Strict adherence to regulations concerning the safeguarding and removal of equipment from the official duty station is essential. Prior approval must be obtained from the employee's supervisor before any property is removed from the official duty station.

3. Internet Connection. Employees are required to have an internet connection in order to be able to check email as required. DPPEA does not pay for the cost of this service.

K. OTHER ISSUES

1. Privacy Act, Sensitive or Classified Data. Decisions regarding the proper use and handling of classified and sensitive data, as well as records subject to the Privacy Act, are delegated to individual supervisors who permit their employees to telework.
2. Liability. Advice and assistance regarding injury and property loss involving legal claims or liabilities should be referred to the safety officer or employee's supervisor.
3. The Benefits. Generally, no expenses are allowed for alternate duty station or work space unless used exclusively as a principle place of business. Employees who believe they may be entitled to tax deductions should consult their tax advisor or the Internal Revenue Service for information on tax laws and interpretations.

L. EVALUATION

Evaluation of this program is critical to determine the feasibility and desirability of telework as a work arrangement. Attachment 4 can be used as documentation and employees and supervisors may be surveyed to evaluate their perceptions of the impact of the telework arrangement. The DPPEA program will be evaluated on a routine basis and results distributed to all staff.

IV. TERMINATION AND TRANSFER ISSUES

A. SUSPENSION OR TERMINATION

1. An employee may suspend or terminate his/her telework arrangement at any time without prejudice.
2. An overall performance rating of "good" or "below good" automatically suspends or terminates an employee's telework arrangement.
3. Management retains the right to suspend or terminate an employee's telework participation if performance standards and measurements are not met, the employee does not abide by the telework agreement, or it no longer benefits the organization to have the employee telework.
4. Termination of an agreement by management is not a grievable issue under the personnel policies.

5. When a telework employee decides to terminate participation or is terminated or suspended from the program, the employee and the supervisor will complete the termination form (Attachment 5). The supervisor will retain the original.

VI. Frequently Asked Questions

GENERAL

1. **What is Telework?**

A flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary work-site for limited duration.

2. **What types of jobs are adaptable to a Telework program?**

- Easily quantifiable task (data/word processing)
- Project-oriented tasks
- Reading/processing tasks (evaluating proposals and reports, conducting research)

3. **What if an employee needs to work at home occasionally?**

Short-term infrequent periods of work at home can currently be approved under existing supervisory authorities. Some situations where temporary telework arrangements may work well include the following:

- During the convalescence of a short term injury or illness.
- When the work office itself is not useable, e.g., during office renovation.
- Maternity or paternity reasons.
- Special projects of short duration or of an infrequent or occasional nature.

4. **What about the Telework program as a means to accommodate disabled persons?**

The telework program is an excellent way to accommodate individuals who are mobility-limited. Technological advances enable us to support the disabled person with equipment that accommodates the individual's impairment.

5. **Why should DPPEA *allow* Telework?**

Telework **can** reduce space requirements and associated costs; aid in the reduction of air pollution; enable offices to work more efficiently; target labor markets such as handicapped individuals; increase ability to attract and retain employees in critical occupations and positions; and reduce commuter traffic and parking congestion.

6. **Will DPPEA resources be made available for the program?**

Possibly. The supervisor will determine what DPPEA resources are available.

7. **If I work at home, can I provide all of my own child care or elderly care**

services?

Telework arrangements can provide valuable assistance in the management of work/family schedules, but it is not a substitute for child/elder care. Based on experience in both the private and public sector, the care of young children is likely to disrupt work. Telework employees must have appropriate child/elder care available.

8. Is there a document that clarifies employee and management roles and responsibilities in Telework?

Telework supervisors and employees will sign work agreements to ensure they fully comprehend what is expected.

9. Can an intern telework?

No. Due to the nature of an intern's job assignments, interns should not be allowed to telework as a formal arrangement.

BENEFITS

1. Specifically, what are the benefits of a telework program?

Typical benefits are:

Management Benefits

- Reduction in office space requirements, parking facilities and transportation costs.
- Increased productivity.
- Decline of absenteeism.
- Accommodation of trained employees with health problems while they are still able and want to work.
- Attraction and retention of skilled employees and reduction in employee turnover rates.
- Expands labor pool, provides access to disabled.
- Improvement of communications between supervisor and employee.
- Improvements in employee effectiveness and morale.
- Provides forward-looking management image.

Employee Benefits

- Increased productivity.
- Improvement of communications between supervisor and employee.
- Reduced commuting time.
- Increased flexibility to coordinate work schedules with personal and family priorities.
- Reduction in costs for transportation.

Societal Benefits

- Reduction in commute trips and traffic congestion.
- Reduction in air pollution and conservation of transportation fuels (energy conservation).
- Improved employment opportunities for the disabled and mobility-restricted.

2. Will productivity go down if an individual is not being observed at work?

Private industry has found that productivity is often increased when an individual works off site, partly because of fewer interruptions and partly because the individual typically has a strong incentive to prove the benefits to the employer of off-site work. For additional information regarding the effect on productivity see the October 1997 Feasibility Study by the Office of the State Auditor.

PARTICIPATION IN THE PROGRAM

1. Why would managers want to participate?

Telework is a management program that may increase productivity and improve morale. Telework provides greater flexibility and serves as a valuable retention tool.

2. Why would employees want to participate?

To save commuting time, reduce transportation costs, reduce interruptions and increase productivity.

3. Does an employee have the right to work at home?

No, participation in the telework program is not a right. Management is responsible for deciding if the position is one that is appropriate for off-site work and for examining both the content of the work and the performance of the employee.

4. Can a supervisor require an employee to work at home?

No, participation in the telework program is entirely voluntary on the part of the employee.

5. Can employees voluntarily work exclusively at home?

Successful programs have shown that employees need to spend at least part of the week in the office to minimize isolation and communication problems, facilitate integration of the employee with those in the office, and to ease supervisors' adjustment. This allows for face-to-face meetings and provides access to facilities not available at the alternative workplace. Under the current DPPEA policy employees can telework 2 days per week maximum or 40% of employee's work schedule unless otherwise approved by the employee's supervisor.

6. How are employees work schedules set?

Employees and supervisors can set schedules in accordance with DENR's policy for standard working hours.

7. Can a supervisor participate in the Telework program?

Generally, the nature of supervisory positions limits the number of days he/she teleworks.

8. Who can participate?

Supervisors will evaluate applications from employees in their organization who wish to participate.

9. Why can't everyone participate?

All eligible DPPEA employees that meet the criteria spelled out in the program guidance can participate after receiving supervisor approval and training. However, not all work is portable and not all people have the characteristics of a good teleworker.

COST FACTORS

1. Will the employee be reimbursed for the utility and other expenses associated with teleworking?

No. DPPEA assumes no responsibility for participating employee's expenses related to heating, electricity, water, phone/internet service, and space usage. The exception is for the use of the employee's personal phone for business-related long-distance phone calls. Employees can use a calling card for long distance calls from their alternate duty station.

SUPERVISORY RESPONSIBILITIES

1. How do I screen employees for the telework program?

Successful candidates for telework generally have a number of work-related characteristics in common, such as:

- A history of reliable and responsible discharge of work duties
- A good understanding of the operations of the organization
- Trust of his/her supervisor
- Ability to establish priorities, manage his/her own time, and demonstrated ability to communicate well
- A proven track record of personal motivation which is reflected in past performance ratings

2. How can I monitor when the individual is not physically present at DPPEA?

The work would be measured by a performance based standard. This would involve:

- Establishing the nature and objective of the task.
- Setting a deadline or due date.
- Setting status report/meeting periods.
- Reviewing the log of work performed by employees while teleworking.

Measuring the employee's output with his/her prior work history should enable the supervisor to judge the productivity of a participant in the telework program. A telework program needs both good planning and good management to be effective.

3. What about the impact on the office when some employees are working at an alternate work station?

Before an employee begins to work at an alternate work station, certain guidelines must be established to minimize adverse impact on other staff members. The overall interests of the office must take precedence over working off-site. A supervisor may require an employee to be on-site on a regular off-site day if the needs of the office require this. In this situation, travel time to and from the office is not considered working hours. Telework should not put a burden on staff remaining in the office. An equitable distribution of workload should be maintained.

4. Where is the telework employee's official duty station?

The official duty station is the DPPEA office. All pay, special rates, travel entitlements are based on the official duty station.

5. What if a supervisor believes the arrangement with the employee is not working out?

Management has the right to end participation of an employee in the program. Telework arrangements are not a right or condition of employment. Because this is a management work option, there is no automatic right of employee to continue participation. Management may end an employee's participation in the program when the employee's performance declines or if the project fails to benefit organizational needs. Whenever feasible, DPPEA should provide sufficient notice prior to the cancellation of the program.

Cancellation of an employee's participation for cause may be immediate and does not require any advance written notice. Termination of an agreement by management is not a grievable issue under the personnel policies. The employee may also request to end participation, without cause, at anytime. In

this situation, management will make arrangements for the employee to begin working at the official duty station as quickly as possible.

6. Is managing a teleworker different than an office-bound worker?

The performance plan should be similar to the current one. Managers of teleworkers must be able to communicate well with their employees and measure performance by results (not just observation). Actual work performance should be measurable against quantity or quality norms in order that managers may certify time and attendance records.

7. Do position descriptions need to be rewritten?

Basic duties should not change, however the factors of supervisory controls or work environment may change.

INFORMATION SECURITY AND PRIVACY ACT REQUIREMENTS

1. What documents can be taken home?

Copies of documents or replaceable documents can be taken home.

2. What are the privacy act considerations?

Care must be taken to ensure that records subject to the Privacy Act and sensitive non-classified data are not disclosed to anyone except to those who are authorized access to such information in order to perform their duties. Organizations allowing employees to access records subject to the Privacy Act from a remote work site must maintain appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of the records.

TIME AND ATTENDANCE

1. Are flex time schedules permissible under telework?

Yes, as defined in DPPEA's flex time policy.

2. Should a specific schedule be set for the off-site work?

Yes. The schedule will be set by the supervisor and the employee in the telework agreement.

3. Are there any fair labor standards act (FLSA) considerations unique to teleworkers?

No.

4. Can an employee earn compensatory overtime while teleworking?

Yes, with the consent of the employee's supervisor.

5. Since an employee is already at home, do they still need to apply for leave in the same manner?

Yes. The rules and procedures for leave administration apply the same regardless of the work site.

6. Is reporting time and attendance handled any differently?

No.

7. What happens if the employee is unable to perform in the alternative duty station?

The Telework arrangement should be terminated.

LIABILITY AND WORKERS' COMPENSATION

1. What about liability for injuries at home? How can a supervisor certify an employee's claim for injury?

Any DPPEA exposure to liability would be covered under the Workers' Compensation Act (workers' compensation). The Supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know, whether the event occurred at an official duty station or at an alternative work site during official duty. At the official duty station supervisors are often not present when an employee sustains an injury. Employees, in all situations, bear responsibility for informing their immediate supervisor and safety officer of an injury at the earliest time possible. It is also essential for a supervisor to require the employee to designate one area in the home as the official work station. DPPEA's potential exposure to liability would then be restricted to that one area.

2. Can Telework be used to help put injured employees back to work?

Yes. Telework arrangements can help to put injured employees back to work and off the compensation roles. Organizations may wish to determine which employees currently on the compensation roles might be able to perform some portion of their work at home. Accommodations of special equipment or restructuring assignments may enable an employee to resume work and terminate workers' compensation.

FACILITIES

1. How do supervisors ensure that the alternative work station arrangement is safe?

Each participating employee should sign a Self-Certification Safety Checklist that proclaims the alternate work station safe. The employee is responsible for ensuring that his/her alternate work station complies with acceptable health and safety requirements. The supervisor may also have the alternate work station

office inspected for compliance with safety requirements when deemed appropriate. Inspections will be by appointment only.

Attachment 2
DPPEA
TELEWORK PROGRAM
EMPLOYEE SELF-CERTIFICATION SAFETY CHECKLIST

NAME: _____ SECTION: _____
OFFICE PHONE: _____ HOME PHONE: _____
SUPERVISOR: _____

The following checklist is designed to assess the overall safety of the alternate duty station. Each participant must read and complete the self-certification safety checklist. Upon completion the checklist should be signed and dated by the participating employee and immediate supervisor.

The alternate duty station is _____. Describe the designated work area in the alternate duty station or attach a picture.

1. Is the space free of asbestos containing materials? Yes ___ No ___
2. If asbestos containing material is present, is it undamaged and in good condition? Yes ___ No ___
(* Only check if applicable *)
3. Is the space free of indoor air quality problems? Yes ___ No ___
4. Is the space free of noise hazards (in excess of 85 decibels)? Yes ___ No ___
5. Is there a potable (drinkable) water supply? Yes ___ No ___
6. Is adequate ventilation present for the desired occupancy? Yes ___ No ___
7. Are lavatories available with hot and cold running water? Yes ___ No ___
8. Are all stairways with 4 or more steps Yes ___ No ___

- equipped with handrails? N/A ___
9. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? Yes ___ No ___
10. Do circuit breakers clearly indicate if they are in the open or closed position? Yes ___ No ___
11. 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 fixed to the ceiling)? Yes ___ No ___
12. Will the building's electrical system allow permit grounding of electrical equipment? Yes ___ No ___
13. Are areas free of obstructions to permit visibility and movement? Yes ___ No ___
14. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? Yes ___ No ___
15. Are the rungs and legs of chairs sturdy? Yes ___ No ___
16. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? Yes ___ No ___
17. Is the office space neat, clean and free of excessive amounts of combustibles? Yes ___ No ___
18. Are floor surfaces clean, dry, level and free of worn or frayed seams? Yes ___ No ___

Employee Signature

Date

Immediate Supervisor Signature

Date

Special note: Supervisors are encouraged to conduct an on-site inspection for any employee checking five or more no answers. Employees are responsible for informing their supervisor of any significant change.

Attachment 3
 DPPEA
 TELEWORK PROGRAM
 SUPERVISOR-EMPLOYEE CHECKLIST

The following checklist is designed to ensure that your telework program employee is properly oriented to the policies and procedures of the program. Questions 4, 5 and 6 may not be applicable to your telework program employee. If this is the case, simply state not-applicable or N/A.

NAME OF TELEWORK PROGRAM EMPLOYEE:

NAME OF IMMEDIATE SUPERVISOR:

- | | Date Completed |
|--|----------------|
| 1. The Supervisor has verified the employee has met all the criteria described under the Guidelines section for Approval (III.B.1.). | _____ |
| 2. Employee has read DPPEA telework program guidance outlining policies and procedures of the program. | _____ |
| 3. Employee has a schedule of duty hours and location. | _____ |
| 4. Employee has been issued the following | _____ |

Equipment:

| Check as applicable: | Yes | No | |
|-----------------------|-------|-------|--|
| computer | _____ | _____ | |
| phone card | _____ | _____ | |
| other | _____ | _____ | |
| additional equipment: | _____ | | |
| | _____ | | |
| | _____ | | |

5. Policies and procedures for care of equipment issued by DPPEA have been

explained and are clearly understood.

6. Policies and procedures covering classified, secure or privacy act data have been discussed and are clearly understood.

7. Requirements for an adequate and safe alternate duty station have been discussed and are understood. (See Attachment 4)

8. Performance expectations have been discussed and are clearly understood.

9. Employee has been informed and understands the requirement to keep a log of work performed while teleworking.

10. Employee understands that the supervisor may terminate employee participation at any time, in accordance with established administrative procedures.

Employee Signature

Date

Immediate Supervisor Signature

Date

Attachment 4
DPPEA
TELEWORK PROGRAM AGREEMENT

The following constitutes an agreement between:

(Supervisor) _____ and (Employee) _____

of the terms and conditions of the telework program:

1. Employee participates in the program and agrees to adhere to the applicable guidelines and policies. Supervisor concurs with employee participation and agrees to adhere to the applicable guidelines and policies.
2. Employee's official work hours and location are as listed below (the employee may not telework more than 2 days per week or 40% of employee's work schedule unless otherwise approved by the employee's supervisor). The schedule below is for planning purposes and may be altered temporarily without completing a new form if agreed to by supervisor & employee.

Planned Work Schedule

| Day | Hours | | Duty Station | |
|-----------|-------|----|--------------|-----------|
| | From | To | Official | Alternate |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |

Alternative arrangements for telework during non-businesses hours may be made with supervisor approval. (For example: If an employee works for 20 hrs/week and that employee is at the official duty station for 16 hours, the remaining 4 hours may be completed through telework at random hours during the week so long as that arrangement is agreed to by the supervisor and all other requirements of this policy are met.) If applicable, describe this agreement below.

3. Management reserves the right to alter the employee's established work schedule to accommodate peak workload office demands or for any other office purpose, with advance notification.
4. Employee's official duty station is _____. The alternate duty station (the location in which the employee is designated to work while not at the official duty station) is _____.

All pay, special salary rates, leave and travel entitlement will be based on the employee's official duty station.

5. A copy of the employee's telework program schedule will be provided to the employee's supervisor. Employees will update the Public Outlook calendar for their section to reflect their telework schedule. Changes to the schedule must be approved by the supervisor. Employee's time and attendance will be recorded in Beacon. Employee's supervisor will certify time and attendance for hours worked.
6. Employee agrees to keep a log of work performed while teleworking and make this available to the supervisor upon request.
7. Employee must obtain supervisory approval before taking leave in accordance with established office procedures.
8. Employee will continue to work in existing pay status while working at his/her alternate duty station. An employee who works approved overtime will be compensated in accordance with applicable laws and regulations.
9. An employee who is authorized to use DPPEA equipment will protect the equipment in accordance with Division procedures. An employee who provides his/her own equipment is responsible for installing, servicing and maintaining it at their own expense.
10. The employee agrees to permit periodic inspections by DPPEA of the alternate duty station to ensure proper maintenance of Division equipment and compliance with safety standards. The inspection will be performed during the employee's normal working hours and the employee will be given at least 24 hours advance notice.
11. DPPEA is not liable for damages to an employee's personal or real property during the course of performance of official duties or while using DPPEA equipment in the employee's alternate duty station.
12. DPPEA is not responsible for operating costs, home maintenance or any other

incidental costs associated with the use of the employee's alternate duty station.

13. An employee working under an approved telework agreement can use a DPPEA issued calling card for business-related long distance calls from his/her personal phone. Cost associated with the copying of work-related materials, fax charges, express mail, etc. will not be reimbursed by DPPEA. These activities should be performed at the official duty station.

14. Employee is covered under the Worker's Compensation Act if injured in the course of actually performing official duties at the official or alternate duty station. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor and the safety officer. The supervisor must investigate all reports immediately following notification of an employee related accident.

Employees must complete the Employee Self-Certification Safety Checklist (Attachment 4), which identifies significant safety standards that should be met and return it to their supervisor prior to a telework program agreement being entered into.

15. Employees who telework must check their office voice mail and email at a minimum every two hours while teleworking. Employees who telework must be willing to give other office staff their alternate duty station phone number. They must be easily accessible.

16. Supervisor will evaluate employee's job performance against performance standards and measures established in the employee's performance management work plan.

17. Regular and required progress reporting by the employee will be used by the supervisor as part of his/her assessment of employee's job performance.

18. The supervisor and the employee may complete surveys which summarize the impact of the telework program on the office, the employee, the supervisor and other organizational components as required.

19. To participate in the telework program, an employee's most recent performance rating must be "very good" or better.

20. Employee may suspend or terminate participation in the telework program at any time.

21. Management may suspend or terminate an employee's telework participation if performance standards and measurements are not met, the employee does not

abide by the telework agreement, or it no longer benefits the organization to have the employee telework.

- 22. Employee agrees to perform his/her officially assigned duties at either the official duty station or the alternate duty station. Failure to comply with this provision may result in charge of leave, loss of pay, termination of participation in the program, or disciplinary action as warranted, based on the situation.
- 23. Employee agrees not to conduct unauthorized personal business while in official or alternate duty station while working for DPPEA.
- 24. Supervisor must complete the Supervisor-Employee Check List (Attachment 3) and discuss the items covered on this list with the employee prior to initiating a telework program agreement.
- 25. This agreement does not restrict the employee's right to change schedules in accordance with existing policies. All schedule changes must be approved by the supervisor. If a permanent change of schedule is approved, the schedule on Page 1 of this agreement will be changed accordingly and initialed by both employee and supervisor.

By signing this agreement, the Employee agrees to adhere to all procedures and guidelines outlined in this document. Failure to adhere to these procedures and guidelines will result in termination of the Teleworking Agreement.

Employee

Date

Supervisor

Date

Attachment 5
DPPEA
TELEWORK PROGRAM
PARTICIPATION TERMINATION FORM

EMPLOYEE NAME:

_____ 's participation in the Telework program is terminating because:

Comments/Recommendations:

_____ (Attach additional sheets of
paper, if necessary.)

Supervisor's name:

Dated: