



OFFICE OF THE
PRESIDENT
(301) 295-3013

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
www.usuhs.edu



Office of the President
PPM-023-2017

SUBJECT: Telework Program

RECEIVED AUG 19 2017

1. **PURPOSE.** In accordance with the authorities contained in DoD Instruction 1035.01, this Program:

- a. Replaces the Uniformed Services University of the Health Sciences (USU) Interim Telework Guidance dated January 19, 2011.
- b. Establishes policy and goals, assigns responsibilities, and prescribes procedures for implementing USU Telework Program.

2. **REFERENCES.**

- a. DoD Instruction 1035.01, "Telework Policy," April 4, 2012
- b. USU Interim Telework Guidance, January 19, 2011 (cancelled)

3. **APPLICABILITY.** This Program applies to USU Federal civilian employees and military Service members. Contractor employees must adhere to the telework procedures of their parent contract company and seek approval of USU Contracting Officer Representative prior to teleworking.

4. **POLICY.** It is USU policy that telework shall be:

- a. Actively promoted and implemented.
- b. Authorized for the maximum number of positions to the extent that mission readiness is not jeopardized.
- c. Used to the broadest extent possible by eligible employees on a regular and recurring basis, up to and including full-time telework, or a situational basis at an approved alternative worksite. Telework, however, is not an entitlement.
- d. Periodically exercised to ensure its effectiveness in continuing operations in the event of a crisis or national emergency (e.g., pandemic influenza).
- e. Used to help create employment and return-to-work opportunities for veterans, people with disabilities, and spouses of Service members and employees being relocated.

5. **USU TELEWORK COORDINATOR:** The Director of the Office of Civilian Human Resources (CHR) will appoint a USU Telework Coordinator for civilian employees. The Military Personnel Office (MILPO) will appoint a USU Telework Coordinator for military members. The Telework Coordinator is responsible for implementing and evaluating USU telework program for compliance with DoDI 1035.01; serves as an advisor for USU leadership; and serves as a resource for supervisors and employees. The Telework Coordinator will track civilian and military employee participation, monitor goal progress, and provide employee telework eligibility and participation data to the Defense Civilian Personnel Advisory Service (DCPAS) for submission to the Office of Personnel Management (OPM) for the annual Status of Telework in the Federal Government Report to Congress.

6. **RELEASABILITY.** UNLIMITED. This Program is approved for public release and is available on the Internet from USU Website at <http://www.usuhs.edu/chr>.

7. **EFFECTIVE DATE.** This policy is effective on the date of signature.



Richard W. Thomas, MD, DDS, FACS
President

Enclosure

1. Telework Policy

TABLE OF CONTENTS

PROCEDURES 4

 TELEWORK APPLICABILITY 4

 TELEWORK ELIGIBILITY 4

 TELEWORK REQUIREMENTS 6

 Responsibility Center Head Functions 6

 Supervisor Functions 6

 Teleworker Functions 7

 Telework Agreement 8

 Official Worksite 10

 Security Considerations 11

 Equipment and Office Supplies 12

 Emergency Situations 13

 Work Schedules and Compensation 14

 Time and Attendance 14

 Telework Training 14

 Telework and Travel 14

 Performance Management 15

 Telework Denial and Termination 15

 Telework Expenses 16

DEFINITIONS 17

PROCEDURES

1. TELEWORK APPLICABILITY. Telework is an effective strategy for mission accomplishment, ensuring continuity of operations (COOP) in a crisis, and recruiting and retaining valued talent. Telework also benefits the environment by reducing traffic congestion and decreasing energy consumption and pollution. Telework can be used:

a. On a regular and recurring basis.

b. On a situational, non-routine, or ad hoc basis:

1) To perform large projects, tasks that require concentration and uninterrupted blocks of time for successful completion, or to accomplish routine job tasks when practicable.

2) For supervisor or commander-directed Web-based distance and continuous learning, including educational requirements required by law or regulation. Training requested by an employee is subject to the supervisor's or commander's approval, as applicable, and must conform to the provisions of applicable regulations.

3) When the regular worksite is closed during adverse or inclement weather conditions (e.g., snow emergencies, floods, hurricanes) or with supervisor approval when OPM announces that Government offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety. More information on unscheduled telework options can be found in OPM's Washington D.C. Dismissal and Closure Procedures at <http://www.opm.gov/oca/compmemo/dismissal.pdf>. While this OPM instruction is intended to apply to situations affecting Federal employees in the Washington D.C. area, Federal Executive Boards coordinate similar procedures in other metropolitan areas based on this guidance.

a. As a regular or situational, arrangement for employees with impairments, as appropriate. The DoD Computer/Electronic Accommodations Program may provide services and accommodations (e.g., assistive devices and technology) for employees with impairments teleworking under an approved telework arrangement. In the case of covered employees, telework arrangements may be a form of reasonable accommodation pursuant to sections 791 and 794a of title 29, U.S.C. (also known as "The Rehabilitation Act of 1973, as amended").

b. Periodically (as practice) to prepare for COOP and an efficient transition to telework in the event of an emergency situation.

2. TELEWORK ELIGIBILITY

a. USU shall determine the eligibility of all employees to participate in telework. Eligible civilian employees may be permitted to telework at the discretion of their designated supervisor or official to the maximum extent possible without diminished individual or organization performance. All civilian employees shall be notified of their eligibility to telework. Service members may be permitted to telework at the discretion of the Brigade Commander with prior written recommendation from their supervisor.

b. Telework eligibility criteria should be applied impartially and consistently without prohibited factors (such as race, age, sex) being considered.

c. Supervisors (for civilians) or the Brigade Commander (for service members) should allow maximum flexibility for employees to telework to the extent that mission readiness or accomplishment is not compromised. Regular, routine use of telework programs will allow supervisors and employees to identify and resolve technology, equipment, communications, workflow, and associated issues that could impact the efficiency of mission accomplishment.

d. Telework is a discretionary workplace flexibility. Although use of telework is encouraged, employees cannot be ordered to telework, unless the employee's duties are designated as mission-critical and the employee is required to report to an alternative worksite or the employee's telework agreement addresses this requirement. In certain situations based on the following criteria, positions or employees may be identified as ineligible for telework. However, when an employees' position is ineligible for telework, there may be circumstances or portions of employees' work (e.g., reading and analyzing documents, and preparing reports or other types of correspondence) when the employees in these positions may be considered for telework on a situational basis:

1) Employees in positions that require, on a daily basis, direct handling of classified materials are not eligible to telework.

2) Employees in positions that require, on a daily basis, an on-site activity or face-to-face personal contacts that cannot be handled remotely or at an alternative worksite (e.g., hands-on contact with machinery, equipment, or vehicles; direct patient care).

3) Employees whose performance or conduct warrants more close supervisory direction than telework may provide; whose rating of record is below fully successful (or its equivalent); whose conduct has resulted in disciplinary action within the past 12 months; or who have unresolved security issues that might influence telework eligibility (e.g., based on personal conduct, handling protected information, or use of information technology information systems).

4) Employees recently assigned or newly appointed to trainee or entry level positions. The length of time for which the employee is deemed ineligible for telework is at USU's discretion. It is USU policy that newly appointed employee's to trainee or entry level positions performance must be reviewed for the first 6 months in the position and must be at an acceptable level (at least fully successful) prior to approval to telework.

a. Employees in positions determined not normally suitable for telework as cited above may become eligible to telework in an emergency situation if their functions are designated as mission-critical.

b. Supervisors (for civilians) and the Brigade Commander (for service members) shall review the criteria above to determine employee eligibility to participate in telework on either a regular or situational basis.

c. Service member participation is at the discretion of the Brigade Commander upon receipt of a written recommendation from the member's supervisor. All service member telework requests will be routed through the Brigade Military Personnel Office.

d. Telework training certificates and telework agreements for service members will be maintained in the member's personnel file.

e. Employees shall not be authorized to telework if:

1) The employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year.

2) The employee has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations.

3) The employee's performance or conduct warrants more close supervisory direction than telework may provide; whose performance or rating of record are below fully successful (or its equivalent); whose conduct has resulted in disciplinary action within the past 12 months; or who have unresolved security issues that might influence telework eligibility (e.g., based on personal conduct, handling protected information, or use of information technology information systems).

3. TELEWORK REQUIREMENTS

a. Responsibility Center Head (Deans, Vice Presidents, and Chief of Staff) Functions

1) Confirm employee eligibility for regular and recurring or situational telework. Telework eligibility can be reviewed and updated in MyBiz by the Responsibility Center Head.

2) Ensure telework agreements comply with USU policies and procedures.

3) Approve or disapprove regular and recurring or situational/ad hoc telework agreement requests.

4) Review, and if concur, forward permanent telework agreement requests to the Vice President for Finance and Administration for a final determination.

b. Supervisor and Brigade Commander Functions

1) Determine individual employee eligibility for regular and recurring or situational telework. Consult with CHR if assistance is needed. This determination should be made annually at the beginning of the rating period.

2) Notify employees of their eligibility to telework.

3) Participate in telework training prior to approving employees' telework agreements allowing them to telework. Provide a copy of the completed training certificate to the CHR Training Officer.

4) Approve or deny individual requests for telework based upon mission requirements, employee performance, current disciplinary actions, inappropriate work habits, and the needs of the organization or workgroup. Supervisors will seek concurrence from their Chair, Department Head, or Activity Head prior to approving or denying requests.

5) Complete, sign, and maintain a Telework Agreement (DD Form 2946), when an employee's request to telework is approved.

6) Base denial of telework requests on mission requirements, performance, conduct, or the needs of the organization or workgroup (e.g., office coverage).

7) Document, in writing, the basis for the denial or termination of telework on the DD Form 2946.

8) Include information about when the employee may reapply or actions that the employee should take to improve his or her chance of approval, when practicable.

9) Ensure adequate worksite coverage during business hours so that mission operations continue to be carried out efficiently and effectively and teleworkers and onsite employees are treated equitably.

10) Ensure teleworkers are held accountable for Government Furnished Equipment (GFE).

11) Terminate telework arrangements if an employee's performance or conduct does not comply with the terms of the telework agreement or if the teleworking arrangement fails to meet organizational needs.

12) Provide a copy of all telework agreements, including approved, rejected, and terminated agreements, to the CHR for review and recording purposes within 5 days of approval, termination, or rejection.

c. Teleworker Functions

1) Participate in telework training prior to entering into a written telework agreement. Provide a copy of the completed training certificate to CHR Training Officer.

2) Discuss teleworking with his/her supervisor and complete DD Form 2946 detailing the location of the alternative worksite for review and approval prior to performing any telework.

3) Upon approval of a Telework Agreement, the employee must use only USU-issued GFE (i.e., desktop or laptop) with remote access software to access USU networks and applications/services. Document GFE (i.e., computer, printers, cellular devices, etc.) intended for telework use on page 3 of DD Form 2946. Not all employees will require the same GFE. The only exception to using USU-issued GFE is that an employee may be allowed to use a personally-owned computer to perform Government business while teleworking is limited to the use of the University G-Suite platform, Sakai, or similar services which do not store information on the local device. Any exceptions to the above cited procedures must be approved by USU

Configuration Control Board (CCB), if applicable, prior to teleworking, and the approval must be attached and submitted with the telework agreement. Requests can be submitted to ccb@usuhs.mil.

4) If requesting telework at home, designate one area in the home as the official work station for purposes of telework, ensure that the designated area complies with safety requirements, and complete the self-certification safety checklist.

5) Report immediately any work-related accident or injury occurring at the alternative worksite to the supervisor and provide the supervisor with medical documentation related to the accident or injury if such documentation is received. Also, upon return to work, the employee will report the injury to CHR and complete the appropriate documentation.

6) Protect all controlled unclassified information (CUI) including Privacy Act or For Official Use Only data, and classified (where applicable and authorized at a secure alternative location) data and comply with all criteria and guidelines for information and electronic security.

7) Safeguard and ensure appropriate use of GFE.

8) Work at the regular worksite on scheduled telework days if called for by mission requirements.

9) Maintain a required performance level of at least the fully successful level or equivalent.

10) Code and report approved telework time on his/her timecard.

11) Protect and manage official documents/records as well as sensitive information stored on approved telework devices and transmitted across external networks.

12) Keep official documents/records separate from their personal property and information.

d. Telework Agreements

1) All employees who are authorized to telework shall complete a Telework Agreement (DD Form 2946). The DD Form 2946 will be forwarded through the employee's immediate supervisor for review and concurrence. If the supervisor concurs, he/she will forward the DD Form 2946 to the Responsibility Center Head for approval or disapproval. The completed signed and dated DD Form 2946 will be maintained by employee's supervisor and the CHR or the Brigade Military Personnel Office (for service members). A copy of the DD Form 2946 will be forwarded to the CHR or the Brigade Military Personnel Office (for service members) for review and record purposes.

2) Permanent Telework Agreements. Requests for permanent telework agreements shall be reviewed and recommended by the immediate supervisor, concurred by the Responsibility Center Head, and submitted through the CHR to USU President's designee, the Vice President for Finance and Administration, for approval or disapproval.

Permanent telework arrangements are work arrangements where the employee is not scheduled to report physically to the official agency worksite at least twice in each biweekly pay period on a regular and recurring basis. In this case, the employee's alternate worksite would be his/her official worksite for pay purposes. See section 3d below of this document regarding pay procedures.

a). Criteria for Authorizing Permanent Telework

(1). The position is considered to be difficult to fill and the employee is highly qualified or possesses exceptional or unique experience, skills, or credentials which are essential to the needs of the department in support of the agency mission, and other qualified candidates are not readily available through normal recruitment methods.

(2). When appropriate, temporary permanent telework up to one year, to include outside the commuting area, may be granted to accommodate an employee's personal situation or to perform work during the pendency of a recruitment action. This may be renewed by the President, or his designee, for a period not to exceed six months

(3). Temporary or term positions where personnel are recruited for projects or circumstances in support of essential or special agency mission activities (i.e., assist in establishing new organizations or programs, strategic planning or academic initiatives, review and analysis initiatives, etc.). The incumbent is highly qualified or credentialed, possesses extensive or unique expertise or skills related to the position, and is not readily available through normal recruitment measures.

(4). Supervisory Positions. Absent exceptional circumstances and approval by USU President, or designee, supervisors will not telework on a permanent basis (i.e. where the supervisor is not scheduled to report physically to the official agency worksite at least twice in each biweekly pay period on a regular and recurring basis).

3) Employees with mission-critical duties and those who may be required to telework in the case of a COOP event, office closure due to adverse or inclement weather, or pandemic health crisis, shall have a DD Form 2946 in place.

4) Completed DD Forms 2946 should outline the specific work arrangement agreed upon and address the logistics of alternative workplace arrangements such as the employee's work schedule, security requirements for DoD information, safety requirements for the alternative worksite, supplies and equipment issued, protection of GFE, the supervisor's expectations of a teleworker's performance, and the employee's emergency response telework responsibilities. All telework agreements, regardless of the employee's emergency response status, should address:

a) The employee's telework location (e.g., the employee's home or other approved alternative worksite such as a telework center, when appropriate).

b) Telework requirements when the regular worksite is closed (e.g., emergency dismissal due to adverse weather conditions such as snow emergencies, floods, hurricanes, or any other type of emergency situation) or when OPM announces that Government offices are open with the option for unscheduled telework when severe weather conditions or other circumstances disrupt commuting and compromise employee safety.

c) Instructions on whether classified (where applicable and authorized at a secure alternative location) and Controlled Unclassified Information (CUI) data is authorized for use at the telework location.

d) That the employee may not be authorized to telework if the employee's performance does not comply with the terms of the telework agreement.

5) If the employee's home is the telework location, it is the responsibility of the employee to make certain that a safe work environment is maintained while teleworking. Employees should designate one section of the home as the telework work station for purposes of the telework agreement and complete and sign a self-certification safety checklist as part of the initial submittal of the DD Form 2946 prior to beginning the telework arrangement.

6) Regular/recurring and situational/ad hoc telework agreements will be reviewed by the supervisor (for civilians) or Brigade Commander or Brigade Commander's designee (for service members) and teleworker and approved for civilian employees at least every two years and for military personnel at least every year. Permanent telework agreements will be reviewed and approved at least annually. Telework agreements may also be revised when appropriate. A new DD Form 2946 must be completed when a new supervisor is responsible for the employee.

7) Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements (e.g., to attend a specific meeting). A recall to the office for operational reasons is not a termination of the telework agreement. Requests by teleworkers to change their scheduled telework day(s) in a particular week or biweekly pay period should be accommodated by the supervisor where practicable, consistent with mission requirements. A permanent change of the telework agreement must be reflected by approval of a new DD Form 2946.

e. Official Worksite. Designation of the official worksite shall be established for an employee on an approved regular telework schedule on a case-by-case basis. The official worksite for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to report physically at least twice each biweekly pay period on a regular and recurring basis to the regular worksite. The employee's official worksite may involve an arrangement where the employee has no dedicated space at the worksite, but uses alternative arrangements when working at the official worksite location (e.g., desk sharing or hot-desking).

In the case of a telework employee whose work location varies on a recurring basis, the employee does not need to report at least twice each bi-weekly pay period to the regular worksite established by the agency as long as the employee is performing work within the same geographic area (established for the purpose of a given pay entitlement) as the employee's regular worksite.

1) When an employee's worksite is changed from the official worksite to the telework location in a permanent arrangement, a Standard Form SF-52, "Request for Personnel Action" and a Standard Form 50, "Notification of Personnel Action," or equivalent non-appropriated fund form must be completed by management and the servicing human resources office. Supervisors and employees should be aware of the implications of this arrangement.

a) Civilian employees are compensated based on the location of their official worksite (i.e., when the telework location is the employee's official worksite, locality pay would be based on the location of the telework site as applicable, not the regular worksite).

b) Civilian employees are entitled to reimbursement for official business travel to the regular worksite when the employee teleworks full-time from a location outside of the local commuting area, and his or her alternative worksite has been determined as his or her official duty station.

2) Reassignment of the civilian employee from the official worksite to the telework site may also have implications for a reduction in force (e.g., the telework site may be a different competitive area than the regular worksite).

f. Security Considerations. Employees are responsible for safeguarding all DoD information, protecting GFE and Government property, and performing assigned duties while teleworking in support of USU mission requirements. Government-furnished computer equipment, software, and communications, with appropriate security measures, are required for any telework arrangement that involves CUI data.

1) The use of personal e-mail accounts for official business is strictly prohibited.

2) Employees in telework arrangements shall not take classified documents (hard copy or electronic) to their homes or alternative worksites.

3) Employees must protect CUI, including Privacy Act or For Official Use Only data.

a) Teleworking employees who access Personally Identifiable Information (PII) may only do so on encrypted GFE requiring two-factor authentication for access, in accordance with OMB Memorandum 07-16.

b) Extraction of PII from DoD systems onto GFE used for teleworking is prohibited unless approved by a manager and logged and erased in accordance with the requirements of OMB Memorandum 06-16.

c) PII may only be e-mailed between Government email accounts and must be encrypted and digitally signed.

4) Employees must protect CUI or contractor proprietary data restricted by section 423 of title 41, U.S.C. (also known as section 27 of the "Office of Federal Procurement Policy Act, as amended") or data otherwise restricted by the Federal Acquisition Regulation or the Defense Federal Acquisition Regulation Supplement or other acquisition policies.

5) Employees must comply with criteria and guidelines established by the DoD CIO and USU for using both GFE and non-GFE and for access to DoD information systems and networks to perform telework.

g. Equipment and Office Supplies. USU should provide the necessary equipment and office supplies (e.g., paper, toner, and printer ink) for use with GFE for employees who telework on a regular and recurring basis, within budgetary constraints, based on the nature and type of work performed as requested. Equipment and supplies may be furnished for employees who telework on a situational basis when practicable. Employees must comply with equipment usage requirements set forth in the telework agreement. The General Services Administration (GSA) offers guidelines for equipment and support that USU may provide to teleworkers on page 13845 of Volume 71, Federal Register.

1) GFE should be approved for employees who telework on a regular and recurring basis and for situational teleworkers, when practicable. The supervisor should determine the propriety of furnishing and installing GFE and software. USU is responsible for the service and maintenance of GFE.

2) DoD remote access software may be installed onto Government-furnished and personally-owned computers to enable access to unclassified DoD systems and networks consistent with criteria and guidelines established by the DoD CIO and USU.

3) GFE shall be used for official use and authorized purposes only. Family members and friends of employees are not authorized to use GFE and materials. GFE must be returned to USU at the conclusion of teleworking arrangements or at USU's request.

4) Use of personally owned computers to access unclassified DoD systems or networks remotely must comply with the criteria and guidelines for using personal equipment established by the DoD CIO and USU.

5) The employee is responsible for the installation, repair, and maintenance of all personally-owned equipment and other incremental costs associated with the residential worksite. Operating costs associated with the teleworker using their personal residence as the alternative worksite including home maintenance, insurance, or utilities (e.g., heat, electricity) will not be assumed by USU.

6) USU may use appropriated funds to install telephone lines, broadband, or other necessary telecommunications equipment in a private residence and fund appropriate monthly expenses for employees that telework on a regular and recurring basis, when the purpose is for official Government business consistent with the guidance set forth in section 1348 note of title 31, U.S.C. (also known as "The Treasury, Postal Service, and General Government Appropriations Act of 1996").

USU may also issue a calling card, provide a cell phone, or reimburse for long-distance (domestic and international) telephone expenses if incurred as a result of official business.

7) USU is not liable for damages to the employee's personal or real property while the employee is working at home, except to the extent the Government is liable under sections 1346(b), 1402(b), 2401(b), and 2761-1680 of title 28, U.S.C. (also known as "The Federal Tort Claims Act") or section 3721 of title 31, U.S.C. (also known as "The Military Personnel and Civilian Employees Claims Act").

8) Civilian employees are covered by chapter 81 of title 5, U.S.C. (also known as "The Federal Employees' Compensation Act") when injured or suffering from work-related illnesses while conducting official Government business at the telework location. USU's potential exposure to liability is restricted to the designated official alternative worksite. Employees paid from non-appropriated funds are covered under chapter 18 of title 33, U.S.C. (also known as "The Longshore and Harbor Workers' Compensation Act"). Employees should notify their supervisors immediately if injured while teleworking and provide their supervisors with medical documentation related to the injury if received by the employee. The supervisor will report all employee injury claims within two workdays of becoming aware of the matter to the CHR, Employee Relations Division.

h Emergency Situations

1) Employees who perform mission-critical duties may be required to work from home or an alternative worksite such as a telework center during an emergency situation. These employees are required to complete a DD Form 2946. The telework agreement should address the telework location and work expectations. Supervisors will include a description of emergency duties with the telework agreement if emergency duties are different from the employee's normal duties. During any period that USU is operating under the COOP plan, that plan shall supersede the telework policy and the provisions of the telework agreement.

2) In the event of a pandemic health crisis, employees with COOP responsibilities, and employees who do not have COOP responsibilities, but are trained and equipped to telework, may be asked to telework to prevent the spread of germs. These employees should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations. Employees in positions not typically eligible for telework should telework on a situational basis when feasible. These employees shall have a signed DD Form 2946 in place.

3) When an employee's residence or other approved alternative worksite has been designated as a safe haven during an emergency, such as a pandemic health crisis evacuation, the supervisor may assign any work necessary, as long as the employee has the skills to perform the assigned work, without regard to the employee's grade or pay band level. In cases where a safe haven is designated, a DD Form 2946 does not need to be in place.

4) Employees designated as mission-critical should telework on a regular basis to ensure their proficiency and telework's effectiveness in continuing operations in the event of an emergency or pandemic. Mission-critical employees in positions not typically eligible for telework should telework on a situational basis, when feasible. Such employees shall have a signed DD Form 2946 in place.

i. Work Schedules and Compensation

1) Employees who telework must be at their alternative worksite during their scheduled tours of duty performing their assigned duties. Work schedules and hours must be consistent with USU work schedule procedures.

2) Employees may not use telework as a substitute for dependent care (e.g., child or elder care).

3) Employees who telework may also have a USU alternative work schedule at the discretion of the supervisor (for civilians) or Brigade Commander (for service members).

4) Employees may work part of the day at their approved alternative worksite and part of the day at the traditional worksite to accommodate work schedules and personal commitments (e.g., to attend a training course or a medical appointment located near the employee's alternative worksite prior to reporting to the regular worksite).

5) Premium pay provisions that apply to work at the regular worksite also apply to civilian employees who telework. Civilian employees may work overtime only when specifically ordered and approved in advance by the supervisor. Instances in which civilian employees perform overtime work without prior supervisory approval may be cause for administrative or disciplinary action.

j. Time and Attendance. Time spent in a telework status must be accounted for.

1) Supervisors should establish appropriate procedures for documenting hours of work and approved leave for teleworkers to ensure telework hours are appropriately coded as regular and recurring, situational, or medical.

2) Employees must record dates and times of telework accomplished so USU telework usage can be tracked.

3) Employees must record the appropriate telework code on their timecard for the day that they telework, and the code will be entered in the time and attendance system. Telework Codes: TW - Regular Telework; TS - Situational Telework, and TM - Medical Telework.

k. Telework Training. Employees authorized to telework and their supervisors shall complete telework training prior to signing the telework agreement. Employees and supervisors will provide a copy of the completed telework certificate of training to the CHR Training Officer. Telework training may be completed online through the CHR website. Employees and supervisors will be permitted to participate in telework training during the work day. USU Telework Coordinator, or their designee, or the CHR Training Officer, may provide information on training and consultation on telework matters to employees, supervisors, and leaders.

l. Telework and Travel. The provisions in the guidance set forth in sections 550.112 and 551.422 of title 5, Code of Federal Regulations concerning time spent in a travel status are applicable to employees who are directed to travel away from the alternative worksite during a period that is scheduled for telework.

m. Performance Management

1) Teleworkers and non-teleworkers shall be treated the same for the purpose of work requirements, periodic appraisals of job performance, training, rewarding, reassigning, promoting, reducing in grade, retaining and removal, and other acts requiring management discretion.

2) Performance standards for employees that telework should be established in the same manner as performance standards for on-site employees, consistent with USU performance management procedures.

3) As with any supervisory relationship, work assignments to be performed or training to be accomplished while on telework should be discussed, understood, and agreed to in advance of the telework event.

4) Supervisor expectations of an employee's performance should be clearly addressed in the DD Form 2946 and/or in a separate written memorandum. As with on-site personnel, employees shall be held accountable for the results that they produce while teleworking.

5) Supervisors shall communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup.

a) Supervisors shall put procedures in place to maintain communication across all members of a workgroup.

b) Supervisors are responsible for the effective functioning of the workgroup. However, employees are responsible for their availability and information sharing with the workgroup. Supervisors and employees are responsible for ensuring the success of the telework arrangement.

n) Telework Denial and Termination. A telework request may be denied by the designated supervisor (for civilians) or Brigade Commander (for service members) at his or her sole discretion. A telework agreement may be terminated at the discretion of the supervisor or at the employee's request.

1) When an employee's request to telework is denied or an agreement is terminated by the supervisor or responsible official, the reasons for denial or termination should be documented in writing and given to the employee. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard).

2) Employees may dispute the denial of telework, the reasons given for a denial, and the termination of an existing telework agreement through USU administrative grievance procedures. Bargaining unit employees may file a grievance through negotiated grievance procedures.

o) Telework Expenses: Departments will track costs incurred by the agency on employee's who telework (e.g., internet service, printer, fax machine, travel, per diem, supplies, etc.). Expenses will be tracked and documented using Telework Expense Form available on the CHR website. The telework expense form will be provided to the CHR for forwarding to the VFA when the employ begins teleworking, if expenses are incurred, and on a quarterly basis if expenses are incurred.

DEFINITIONS

These terms and their definitions are for the purpose of this Program.

1. Alternative worksite. A place away from the regular worksite that has been approved for the performance of assigned official duties. It may be an employee's home, a telework center, or other approved worksite.
2. CUI. Controlled Unclassified Information is a categorical designation that refers to unclassified information. The designation CUI replaces the term "sensitive but unclassified."
3. COOP planning. Continuity of Operations is an effort to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.
4. Desk-sharing. An arrangement in which two employees share the use of a single workspace where each employee has a designated date or time for use of this space.
5. Disciplinary action. Action taken to correct an employee's performance or conduct. These actions can range from oral admonishments; to written letters of reprimand; to suspension, termination, or removal.
6. Eligibility. Characteristics of the job position and the employee that identify suitability for teleworking as determined by the supervisor or other appropriate management official in the employee's chain of command.
7. Emergency situation telework. Telework performed in an employee's home or alternative worksite during a crisis situation or emergency event by those employees who perform duties in support of mission requirements during crisis situations or contingencies.
8. Employee. A USU civilian employee, to include foreign national employees, paid from appropriated or non-appropriated funds.
9. Federal Executive Board. A group composed of the heads of all Federal departmental and agency field offices, civilian and military that is the primary means for distributing information, interagency training, and promoting discussion of Federal policies, activities, and management issues for Federal Executives in the field (e.g., agencies located in major metropolitan areas in the United States).
10. Hot-desking. An arrangement in which employees use non-dedicated, non-permanent workspaces assigned on an unreserved first come, first-served basis.
11. Mission-critical duties. Job position functions that are identified as critical to performance of the mission.
12. Official worksite. Approved location where the employee regularly performs his or her duties.

13. On-boarding. Process that takes place when an employee enters a new position. The on-boarding process involves integrating and acculturating new employees into the organization and providing them with the tools, resources, and knowledge to become engaged, successful, and productive early in the employment cycle.
14. Permanent telework. Telework arrangements where the employee is not scheduled to report physically to the official agency worksite at least twice in each biweekly pay period on a regular and recurring basis.
15. Regular worksite. Location where an employee would work absent an alternative worksite arrangement.
16. Routine telework. An approved work arrangement where eligible employees work at an alternative worksite as part of an ongoing, regular, and recurring schedule, typically on an approved day or days during a bi-weekly pay period.
17. Safe haven. Agency designated location such as an employee's residence or an alternative location mutually agreeable to the agency and the employee when employees are evacuated from their worksites.
18. Situational telework. Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule (e.g., telework as a result of inclement weather, medical appointment, special work assignments, or to accommodate special circumstances). Telework is also considered situational even though it may occur continuously for a specific period and is also referred to as episodic, intermittent, unscheduled, or ad hoc telework.
19. Supervisor. Civilian management official, commander, or Service member who has responsibility for directing and managing civilian employee work and for approving and denying civilian employee telework agreements.
20. Telework. A voluntary work arrangement where an employee performs assigned official duties and other authorized activities during any part of regular, paid hours at an approved alternative worksite (e.g., home, telework center) on a regular and recurring or a situational basis. Telework includes remote work where an employee resides and works at a location beyond the local commuting area of the employing organization's worksite. Telework does not include any part of work done while on official travel or mobile work, that is, work characterized by routine and regular travel to customer or other worksites instead of a single agency worksite (e.g., site audits, inspections, investigations, and property management).
21. Telework agreement. A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, that outlines the terms and conditions of the telework arrangement.
22. Telework center. A facility that provides a geographically convenient office setting with workstations and other office facilities and services that are used by civilian employees from more than one organization.

23. Telework site. Alternative worksite location where an employee performs assigned official duties.

24. Unscheduled telework. A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at home or another approved worksite when Government offices are closed due to an emergency event or open, but severe weather conditions or other circumstances disrupt commuting and compromise employee safety.