

APPENDIX B: TELEWORK REQUEST/AGREEMENT

The below telework agreement is a basic template that can be tailored to meet bureau/operating unit (OU) needs. Generally, a telework agreement would include things like:

- a listing of the bureau/OU policies on telework, including any applicable collective bargaining unit agreement, and a signature indicating understanding and agreement to abide by those policies
- a listing of telework work schedules
- technology used to facilitate the telework
- any other policy provision or aspect of the agreement that the organization, the manager, or the employee feels should be put in writing

Telework Request/Agreement

<p style="text-align: center;">Date/Reason for Request:</p> <p><input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Annual Review</p>	<p style="text-align: center;">Proposed Start Date</p>
<p>Employee's Business Telephone:</p>	<p>Employee's Telework Worksite Telephone and FAX number (if applicable):</p>
<p>Type of Telework: (Check all that apply)</p> <p><input type="checkbox"/> Routine</p> <p><input type="checkbox"/> Situational</p> <p><input type="checkbox"/> Unscheduled Telework</p> <p><input type="checkbox"/> COOP/Emergency Purposes</p>	<p>Telework Day(s) (complete if Type of Telework is Routine.) All work schedule flexibilities currently permitted may be continued in a telework arrangement. Please identify each day the employee will work from the telework worksite.</p>
<p>Week 1</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p>	<p>Week 2</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p>

Location of Telework Site: City _____ State _____	
<p>Assignments and Communication: This includes work assignments, agreements on checking voice mail and email or contacting the supervisor. Employees are expected to come into the office as needed for temporary changes. The supervisor will judiciously utilize this provision and work with employees to strike the right balance to include, when possible, providing alternative days/times to replace changes to regular telework schedules. Supervisors should also be flexible when possible in situations where employees need modifications for unexpected or urgent personal matters.</p>	
<p>Weather and Safety Leave. A telework participant must be prepared to perform work during an emergency to include a status announcement issued by the Office of Personnel Management, the head of their agency, or a recommendation communicated by the Federal Executive Board. See OPM's Governmentwide Dismissal and Closure Procedures for guidance and procedures related to operating status announcements and telework.</p>	
Weekly mileage saving: miles per week (Enter the number of miles not driven weekly due to approved schedule. For example, number of miles usually driven to work, to meet carpool, or to public transportation venue.)	
Supervisor Approval: <input type="checkbox"/> Approve (which may include working with employee to modify request as applicable to mission accomplishment) <input type="checkbox"/> Disapprove (If disapprove, indicate reason(s)) Date of Decision _____	Reason for Disapproval:

By signing this agreement, employees with telework agreements in place acknowledge that they are expected by law to telework during their regular tour of duty on the day when the OPM Director (or other appropriate agency official) issues an announcement that Federal offices are closed (e.g., major snow storm, hurricane, interruptions in transportation), even if that day is not a regular telework day or a day with specific situational approval. Employees who cannot perform their duties must request leave (paid or unpaid). Weather and safety leave may be provided under limited circumstances.

Supervisor's Signature

Date (mm/dd/yyyy)

Employee's Signature

Date (mm/dd/yyyy)