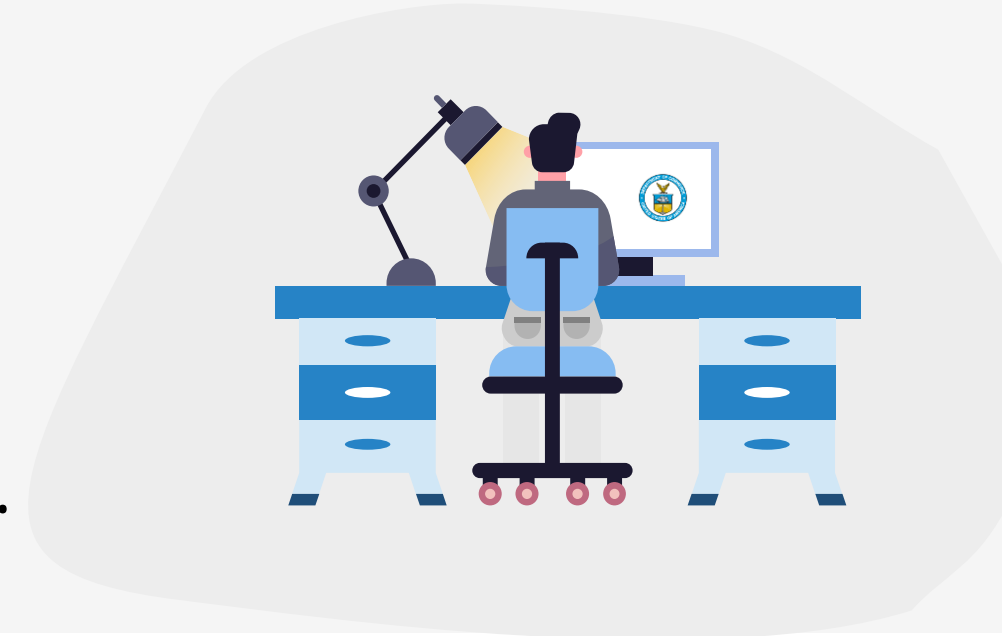




DOC Return to Office Guidelines Overview

The Department is following the latest Office of Personnel Management (OPM) guidance and consulted with bureaus to develop the DOC Return to Office Guidance.

The Department's Return to Office Guidance serves as the baseline for Bureaus to develop more comprehensive and tailored telework and remote-work policies based on specific workplace needs.



What are the DOC Return to Office Guidelines?

The Department of Commerce (DOC) Return to Office Guidelines were developed with lessons learned during COVID-19 maximum telework, recognizes the advantages of increased flexibility and modern capabilities, and **outlines the baseline telework and remote work guidelines Bureaus will use when developing their own unique telework policies.**

What is the baseline telework guidance?

Generally, the Department will employ expanded telework and a "hybrid" environment with a best practice **of up to 2 days of telework per week.** Bureaus are encouraged to establish **core days** to bring together large portions of their workforces to maintain community and camaraderie.

What about variations from the guidance?

Variations from the baseline guidance will be approved where 1) **existing collective bargaining agreements conflict with the baseline guidance**, 2) **Bureaus are already in the process of reducing their existing footprint**, and 3) **existing telework agreements allow telework days in excess of the baseline guidance.** For more information on subsequent requests for variation, including for **hard-to-recruit positions** and **retention purposes**, please see the full guidelines.

What are the benefits to working on-site?

On-site work allows for those **"informal watercooler moments"** that **contribute to the culture** and **required knowledge transfer** within the Department. Additionally, **training, mentoring, and team building** are often more **difficult in the telework environment.** **Targeted on-site work**, including **"core days,"** allows employees to come together in-person for important **engagement activities** to **build stronger relationships** which **contributes to improved performance.**



To learn more, please review the DOC Return to Office Guidelines linked here on the [COVID-19 Information Hub](#) and reach out to your Bureau leadership with any questions.

