

TELEWORK AGREEMENT

(See Privacy Act Statement on Page 3)

Telework Agreements will be completed electronically using GSA's approved telework and remote work agreement system. The system merges Telework and Remote Work Agreements into a single agreement that adapts as users respond to questions about their telework/remote situation. This representation indicates the telework data elements included in the electronic form.

Section 1 - General Information

| | | | |
|------------------------------------|---|------------------------------|------------------|
| 1. Employee Name | Last Name | First Name | Middle Initial |
| 2. Date Agreement Submitted | 3. Service or Staff Office | | 4. Office Symbol |
| 5. Official Work Site/Duty Station | 6. Employee Business Telephone Number | 7. Employee Email Address | |
| 8. First Line Supervisor | 9. Supervisor Business Telephone Number | 10. Supervisor Email Address | |

11. To be completed by management: **This position is Telework Eligible** Yes No
If "No", give reason: Secured Materials On-site Activity Other

Section 2 - Certification of Successfully Completing Training

12. I understand I am required to complete mandatory telework training. Yes No

Section 3 - Employee Info

(To be completed by the employee)

13. I would like to telework. Yes No
If "Yes" skip item 14, and go to item 15. If "No" goto item 14.

14. I understand my choice to decline telework in Item 13 above does NOT preclude me from being telework-ready and required to telework (or take leave or other time off, or reschedule my alternate work schedule (AWS) i.e., compressed work schedule (CWS) or flexible work schedule (FWS)) in certain emergency situations, as outlined in items 20 and 21 below and in GSA's Telework and Remote Work Policy. Yes No
Skip items 15, 16, and 17. Goto item 18.

15. Schedule:

Routine Telework - telework performed as part of a previously approved, ongoing, and regular schedule. The agreed upon schedule is a maximum of _____ days per pay period.

Situational Telework - telework approved on a case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing, and regular telework schedule. Examples include telework to accommodate scheduling issues such as appointments or special work assignments away from the office. Situational telework is sometimes also referred to as episodic, intermittent, or ad-hoc telework.

Remote work - telework performed on a full-time basis by an employee who does not report to the agency worksite at least two times a pay period on a regular and recurring basis (e.g., employee works from home full-time). A remote worker's official worksite/duty station is an appropriate alternative worksite, often the employee's residence.

16. I acknowledge there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day. Yes No

17. The employee's supervisor and employee agree in the event the employee is required to report to the Agency worksite on an otherwise planned telework day, _____ hours of advance notice will be given to the employee.

18. I understand the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether I am working at an Agency worksite or from an appropriate alternative worksite (e.g. my home). Specifically:
- Technology and devices which permit me to work from a remote location such as my home (including laptop computers, email, smartphones, and remote computing programs) are for use for Agency business only during my authorized duty hours. Agency policies permitting reasonable personal use of Agency equipment and information technology systems apply when I am teleworking.
 - Agency policy requires I obtain my supervisor's approval in writing before I work overtime. The requirement applies when I am teleworking. I am not permitted to work overtime unless it is authorized and approved in advance by my supervisor. Yes No
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19. I have the necessary Information Technology (IT) tools, equipment, and training to meet the definition of a telework ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework ready employees may or may not be emergency employees. Yes No
-
20. I understand my responsibilities as a telework ready employee under [GSA's Dismissal and Closure Procedures](#). Yes No
-

Employee Certification

I affirm I have read and understand the GSA Telework and Remote Work Policy and this Telework agreement and will work in accordance with all provisions of this Telework agreement and Agency policy, including:

- Ensuring my appropriate alternative worksite is safe, secure, and suitable for teleworking activities;
- Providing at no cost to GSA Internet access to access resources;
- Securing and safeguarding GSA furnished equipment;
- Working at a satisfactory level to meet my performance and development objectives;
- Meeting my personal, organizational, and work team requirements;
- Adhering to appropriate requirements outlined in GSA's Dismissal and Closure Procedures; and
- Documenting my participation in telework in accordance with established timekeeping procedures.

This telework agreement is subject to all agency guidelines, rules and policies. I understand the agreement may be used or reviewed by management and local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.

Employee Signature: _____

Date: _____

Note: Upon completion of Sections 1, 2, and 3, the Agreement "auto flows" to supervisor for review and approval and initial of concurrence of Item 15 above.

Section 4 - Supervisor Info

(To be completed by the employee's supervisor)

21. The employee is temporarily ineligible to telework Yes No
If "No" skip to Item 24.
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22. Reason: Organizational Requirements Performance or Conduct Other
-
23. The employee has been designated as temporarily ineligible for telework. GSA's Telework and Remote Work Policy requires implementation of a plan to resume or establish telework eligibility. Describe the plan, including timeframe and specific actions (training, etc).

24. The employee's position is ineligible for telework as identified in the [Telework Enhancement Act of 2010](#).

Yes No

25. The employee is permanently ineligible for telework as identified in the Telework Enhancement Act of 2010.

Yes No

Permanent Ineligibility is defined as positions or employees identified as ineligible to telework under circumstances for conduct resulting in the employee being officially disciplined with a warning, reprimand, suspension, or removal for:

- Being absent without leave (AWOL) for more than five (5) days in any calendar year; or
- Violations of subpart G of the Standards of Ethical Conduct for 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.

Supervisor Certification

I affirm I have read and understand the GSA Telework and Remote Work Policy and this telework agreement, and will work in accordance with this telework agreement and Agency policy, and will refrain from treating employees differently based on participation in telework for purposes of all decisions involving managerial discretion, including:

- Distribution of assignments,
- Use of appropriate work tracking and communication tools, and
- Performance management.

This telework agreement is subject to all agency guidelines, rules and policies. I understand the agreement may be used or reviewed by management and local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.

Supervisor Signature: _____

Date: _____

Privacy Act Statement

The information being collected on this form is subject to the Privacy Act of 1974 as amended per the United States Code set at 5 U.S.C. Section 552a. The form is used to collect data from GSA employees entering into telework agreements pursuant to GSA Directive [HRM 6040.1B](#) and Public Law 106-346, § 359 of October 23, 2000. The information is used to document position telework eligibility and facilitate implementation of individual telework arrangements. The information may be disclosed to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; to the U.S. Office of Personnel Management or the U.S. Government Accountability Office for program evaluation; to a Member of Congress or staff in response to a request for assistance by the employee of record; to another Federal agency or to a court under judicial proceedings; and to an expert, consultant, or contractor of GSA when needed to further the implementation and operation of this program. Furnishing the information on this form is voluntary.