

# TELEWORK AGREEMENT

(See Privacy Act Statement on Page 3)

Telework Agreements will be completed electronically using GSA's approved telework agreement system. The system merges Telework and Full-Time Telework Agreements into a single agreement that adapts as users respond to questions about their telework 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: <b>This position is Telework Eligible</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", give reason: <input type="checkbox"/> Secured Materials <input type="checkbox"/> On-site Activity <input type="checkbox"/> 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" go to 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 17 and 18 below and in GSA's Telework Policy.  Yes  No

Skip items 15 and 16. Go to item 17.

15. I understand an approved exemption is required for Routine Telework and Full-time Telework. I have the following approved exemption:

Reasonable Accommodation  Military Spouse  Other Exemption  
(Approved by the GSA Administrator or their designee)

16. Schedule:  
(Situational telework is the only type of telework available for all employees unless they have an approved exemption)

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.

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.

Full-Time Telework - 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 fulltime). A full-time teleworker's official worksite/duty station is an appropriate alternative worksite, often the employee's residence.

17. 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 Policy. Telework ready employees may or may not be emergency employees.  Yes  No

18. 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 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)*

19. The employee is temporarily ineligible to telework  Yes  No

*If "No" skip items 20 and 21. Go to item 22.*

20. Reason:  Organizational Requirements  Performance or Conduct  Other

21. The employee has been designated as temporarily ineligible for telework. GSA's Telework Policy requires implementation of a plan to resume or establish telework eligibility. Describe the plan, including timeframe and specific actions (*training, etc*).

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

Yes  No

23. 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 Policy and this telework agreement, and will work in accordance with this telework agreement and Agency policy.

This telework agreement is subject to all agency guidelines, rules and policies. I understand the agreement may be used or reviewed by management 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 ADM 6040.1A 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.