

Full-Time Telework Agreements

1. The full-time teleworker is entitled to travel reimbursement if required to travel to the agency worksite, pursuant to GSA policy, [OAS 5700.1C - Temporary Duty \(TDY\) Travel Policy](#).
2. The full-time teleworker is responsible for recording his or her telework appropriately in [GSA's electronic time and attendance management system](#).
3. The full-time teleworker is not eligible for participation in [GSA's Transit Subsidy Program](#), which is established to offset the costs of commuting to and from a GSA office.
4. The full-time teleworker is a telework-ready employee and responsible for adhering to [GSA Dismissal and Closure Procedures](#).
5. The full-time telework agreement will be recertified as determined by the Agency.
6. The full-time teleworker is responsible for updating their full-time telework agreement when there is a change in position, change in organization, and change in duty station (*for full-time teleworker duty station is typically home address*)
7. The full-time teleworker is responsible for obtaining approval before relocating and submitting an updated full-time agreement upon approval. Failure to do so, may impact the full-time teleworker's pay and result in disciplinary action.
8. Full-time telework may be terminated if management determines that termination is necessary due to changing business or organizational needs, employee misconduct, poor performance, or other mission/business reasons. In this instance, the affected employee will be offered office space in the commuting area of the current official worksite/duty station or will be directed to relocate to the agency worksite.
 - a. If the employee accepts an offer to move, relocation costs will be paid by GSA in accordance with regulation.
 - b. If the employee declines the offer to move to the agency worksite, management will propose the employee's removal for failure to accept a management-directed reassignment outside the commuting area in accordance with applicable regulations, policies, and collective bargaining agreements. The employee will be entitled to transition assistance in accordance with applicable regulations, policies, and collective bargaining agreements, including the [GSA Career Transition Assistance Plan \(CTAP\)](#). In addition to transition services, CTAP provides selection priority for positions announced within the employee's commuting area, for which the employee applies and is well-qualified.

Employee's Signature

Date

Supervisor's Signature

Date