

U.S. Department of Commerce  
National Technical Information Service

Telework Program



December 2014

Supersedes 2011 and 2013 policies

Approved by:

  
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9 February 2015  
Date

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## **I. SCOPE**

The provisions of this document apply to all National Technical Information Service (NTIS) employees.

## **II. BACKGROUND**

Telework refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of his/her position, and other authorized activities, from an approved worksite (e.g., home) other than the location from which the employee would otherwise work. This definition includes what is generally referred to as remote work, but does not include any part of work done while on official travel or mobile work.

Telework is an innovative management tool that can provide a variety of benefits. NTIS' telework program benefits by attracting and retaining a high-quality work force, reducing employee absenteeism and employee turnover, and enhancing work/life balance by allowing employees to better manage their work and family obligations. Employees benefit by reducing commuting time and costs, capitalizing on their peak productivity periods, and contribute to an improved quality of work/life balance. Society and the environment benefit by improving employment opportunities for the disabled and mobility-restricted persons, reducing problems associated with dependent care, and reducing traffic congestion and its associated health, pollution and energy problems.

NTIS, unlike other Department of Commerce bureaus, receives no annual appropriations from Congress. It sustains itself solely through the sale of technical publications to the general public and by providing information dissemination services to other federal agencies that help them serve the needs of their own constituents. The nature and timing of these services is often unpredictable. Accordingly, management and labor have agreed to do all that they can reasonably do to implement a sound telework policy and to work cooperatively to institute changes when necessary to serve the needs of NTIS customers.

## **III. TYPES OF TELEWORK**

There are three types of telework: (1) routine telework in which telework occurs as part of an ongoing, regular schedule; (2) ad-hoc telework that is approved on a case-by-case basis, where the hours worked are not part of a previously approved, ongoing, and regular telework schedule; and (3) unscheduled telework in which Federal/Department offices are open, but under an announcement of "Unscheduled Telework" by the Office of Personnel Management (OPM) or other appropriate authority.

#### **IV. DEFINITIONS**

**AD HOC/EPISODIC TELEWORK (AD HOC)** – Approved telework performed on an ad hoc, occasional, one-time, or irregular basis. An employee can be approved to telework on an ad hoc/episodic basis (not a regular and recurring schedule), but must comply with all telework requirements before participating.

**APPROVING OFFICIAL** – The official authorized to approve individual telework agreements. In some cases, the approving official and the supervisor may be the same person.

**ALTERNATE WORKSITE** – The employee's residence or another location other than the employee's traditional worksite, which has been approved by the approving official for the performance of the employee's official duties, is considered the alternate worksite. For purposes of telework, the alternate worksite is considered an official government worksite.

**CONTINUITY OF OPERATIONS PROGRAM (COOP)** – Initiative that ensures that Federal Government departments and agencies are able to continue operation of their essential functions under a broad range of circumstances including all-hazard emergencies as well as natural, manmade, and technological threats and national security emergencies.

**ELIGIBLE TO TELEWORK** – All employees are considered eligible to telework unless: (1) the employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year (5 U.S.C. § 6502(a)(2)(A)) (there are no exceptions); (2) the employee has been officially disciplined for violations of 5 CFR Part 2635 (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 official Federal Government duties (5 U.S.C. § 6502(a)(2)(B)) (there are no exceptions); (3) the employee's performance does not comply with the terms of the written agreement between the supervisor and the employee (5 U.S.C. § 6502(b)(3)); or (4) the employee has not met the waiting period determined acceptable by his/her supervisor/manager.

**ELIGIBLE POSITION** – A position is an eligible position unless the official duties require on a daily basis (every workday) the direct handling of secure materials determined to be inappropriate for telework by the head of the bureau/operating unit; or the employee performs on-site activities that cannot be handled at an alternate worksite.

**ERG MEMBER** – Emergency Response Group member. A person assigned responsibility to report either, as on call, or as a backup, to an alternate site, as required, in order to perform agency-essential functions or other continuity-related operations.

**ESSENTIAL FUNCTIONS** – Functions that enable the Federal Government to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

**HOTELING** – A telework arrangement in which employees are not assigned permanent space in their designated traditional worksite, but share offices and conference space as necessary when working at the traditional worksite. Such space is assigned by reservation, much like a hotel.

**MOBILE WORKERS** - Employees who, by the nature of their duties, do not have a designated traditional worksite, and typically use their home as their “home base.” Due to the nature of their work, they are not considered telework-ready employees. Note: This is different from ‘hoteling’ arrangements, in which frequent telework-ready employees use shared space when they are working at their designated traditional worksite.

**OFFICIAL DUTY STATION** – The location of an employee’s position of record where the employee regularly performs his or her duties. If the employee’s work involves recurring travel or their work location varies on a recurring basis, the duty station is the location where the work activities of the employee’s position of record are based, as determined by the approving official. An employee’s official duty station determines the appropriate locality area for pay purposes for General Schedule or equivalent employees.

**REGULAR/RECURRING TELEWORK** – Telework that is performed on the same day(s) of the week on the employee’s regularly scheduled tour of duty.

**REMOTE WORKER** – The employee is teleworking full-time from an alternate work site. The alternate work site becomes the employee’s official duty station for pay purposes.

**TELEWORK** – Telework, known as “telecommuting,” refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of his/her position, and other authorized activities, from an alternate worksite, not the traditional worksite.

**TELEWORK-READY EMPLOYEE** – An employee who has completed the required telework training program; has a signed individual telework (either regular/recurring or ad hoc) agreement; and has the required necessities to work their planned period of telework. Telework-ready employees may also be required to perform duties outside of their usual or customary duties to ensure continuation of agency-essential missions or activities.

**TRADITIONAL WORKSITE** – The traditional worksite is where the employee would work absent a telework arrangement.

## V. POLICY

This policy is based on The Department of Commerce Telework Program Guidance (October 2014), The Telework Enhancement Act of 2010 (Public Law 111-292), OPM, Washington, DC, Area Dismissal and Closure Procedures (December 2104), and OPM Guide to Telework in the Federal Government (December 2013).

The Director of NTIS is the approving official for all Telework Agreements, although this function may be delegated to the Deputy Director. Approvals will be made in consultation with the employee's first level supervisor.

An employee may not be authorized to telework if the performance of that employee does not comply with the terms of the written agreement between the agency manager and the employee.

All eligible employees of NTIS who meet the definition of "employee" as defined in 5 U.S.C. § 2105 are covered by the policy, in accordance with the Act. Eligible employees may work at alternate work sites in lieu of their traditional worksite during an agreed upon regular/recurring time of their regular workweek, or on an ad hoc basis; the duties of the position are conducive for teleworking; and the employee has an approved individual telework agreement in place.

An employee's decision to telework is voluntary unless telework is a condition of employment (i.e., the employee is designated an "emergency employee") or is required to continue Government operations in times of emergency (like for COOP). In these instances, an employee may be required to work at home or at another approved alternate worksite.

Telework may not be used to care for elders, children, or other dependents. If the elders, children, or other dependents are able to care for themselves, then their presence at the telework location would not interfere with the employee performing his/her telework.

Teleworkers and non-teleworkers shall be treated the same for certain purposes: 1) periodic appraisals of job performance of employees; 2) training, rewarding, reassigning, promoting, reducing in grade, retaining, and removing employees; 3) work requirements; and, 4) other acts involving managerial discretion.

NTIS recognizes that some employees will decide not to telework at all, while others will choose to telework only on a limited ad hoc basis, and others will telework to the maximum extent possible. To accommodate employees desiring to telework, NTIS offers two levels (Plans) of telework.

A. Plan A (for ad hoc/unscheduled telework)

1. Includes employees not on a regular/recurring telework schedule.
2. Includes employees performing ad hoc/unscheduled teleworking of no more than 80 hours during a term of 12 months beginning with the initial Plan A agreement.
3. Scheduled telework must be performed during core hours as designated by the operating unit.
4. No prior supervisory approval required for unscheduled telework. Employees performing unscheduled telework under an OPM or other appropriate authority announcement may do so without prior supervisory permission. However, the employee must notify his/her supervisor in accordance with the terms of the written agreement.
5. Approval for ad hoc telework. The employee must obtain supervisory approval before performing ad hoc telework.
6. Sufficient work. The employee is responsible for ensuring he/she has sufficient work for the period of his/her teleworking.
7. Office is closed. The employee is not required to telework when the office is closed for reasons other than Federal law or Executive order.
8. Upgrading to Plan B. Employee may switch to Plan B at any time prior to reaching the 80-hour limitation, and the individual agreement will reflect the change.

B. Plan B (for regular/recurring telework, or ad hoc/unscheduled over 80 hours, or combination of regular/ad hoc)

1. Includes all employees on a regular/recurring telework schedule. Scheduled telework must be performed during core hours as designated by the operating unit.
2. Includes employees performing more than 80 hours of ad hoc and/or unscheduled telework. This includes employees who desire the option of doing ad hoc and/or unscheduled telework more than 80 hours during the term of the agreement.
3. Employee obtains approval before ad hoc telework. The employee must obtain supervisory approval before performing ad hoc telework.
4. No approval needed for unscheduled telework under OPM or other appropriate authority announcement. However, employees must notify his/her supervisor in

accordance with the terms of the written agreement. Employees may perform unscheduled telework without prior supervisory approval.

5. Sufficient work. The employee is responsible for ensuring that he/she has sufficient work for the period of telework scheduled to be performed.
6. Less than 80 hours of ad hoc/unscheduled telework. Performing less than 80 hours of ad hoc/unscheduled telework during term of agreement does not change the employee's election of Plan B.
7. Offices are closed. The employee must telework when his/her office is closed for reasons other than Federal law or Executive order.

Telework agreements must indicate that telework-ready employees on Plan B are required to telework from home or an alternate worksite when their office is closed for other than Federal law/Executive order. Telework-ready employees must follow their written agreements.

On a case-by-case basis, the supervisor may excuse a telework-ready employee from duty without charge to paid personal leave or loss of pay during an emergency situation if: (1) the emergency adversely affects the telework site (e.g., disruption of electricity, or network connection problems that prevent telework); or (2) the telework-ready employee's duties are such that he/she cannot continue to work without contact with the regular worksite.

If the telework-ready employee faces a personal reason that prevents him/her from working successfully at the telework site, the employee may request the appropriate leave (annual, sick, compensatory, credit hours, compensatory time for travel). The employee may also request to change their alternative work schedule, if applicable.

Systems are to be in place to support telework in an emergency, including a communication process to notify COOP personnel, emergency, and non-emergency employees of the activation of the agency's emergency plan, and the agency's operating status during the emergency.

Telework-ready employees scheduled to telework during their regular tour of duty on a day when their office is closed (or when other employees are dismissed early) are not entitled to receive overtime pay, credit hours, or compensatory time off in lieu of overtime payment for performing work during their regularly scheduled hours.

In an emergency requiring the closure of NTIS, telework-ready employees required to work when the office is closed must telework from an approved worksite. If the employee does not have access to portable work or an appropriate worksite is not available, the supervisor will have the authority to except an employee from the direction.

Performance standards for telework-ready employees must be the same as performance standards for non-telework-ready employees. Expectations for performance should be clearly addressed in each employee's performance plan, and the performance plan should be reviewed to ensure the standards do not create inequities or inconsistencies between telework-ready and non-telework-ready employees. Like non-telework-ready employees, telework-ready employees are held accountable for the results they produce. Resources for performance management are available from OPM at [www.opm.gov/perform](http://www.opm.gov/perform).

## VI. ELIGIBILITY CRITERIA

Participation in telework is open to all eligible employees without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation status, military service, or other non-merit factors.

A. Employees Exceptions. Employees who occupy positions for which telework is conducive may telework under this policy as per the Act, unless they fall within the following exceptions:

1. The employee has been officially disciplined<sup>1</sup> for being absent without permission for more than 5 days in any calendar year.
2. The employee has been officially disciplined<sup>2</sup> for violations of 5 CFR Part 2635 (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 official Federal Government duties.<sup>3</sup>
3. The performance of the employee does not comply with the terms of the written agreement between the supervisor and that employee.<sup>4</sup> ([5 U.S.C. § 6502\(b\)\(3\)](#))
4. It is recommended that new employees do not telework during their first 90 days at NTIS to provide the supervisor and employer the opportunity to determine how best to implement the employee's telework program. However, the supervisor, at his/her discretion, can determine when the employee is ready to telework and waive the remaining portion of the 90 day waiting period.

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<sup>1</sup> Definition of Officially Disciplined – A disciplinary action that results in the placement of a document in an employee's official personnel file (OPF); the bar on telework participation remains in effect as long as the document stays in an employee's OPF. A suspension or termination related to the items mentioned in Public Law 111-292 that results in a document (Standard Form 50) that permanently remains in the OPF would result in permanent prohibition in telework participation.

<sup>2</sup> See above.

<sup>3</sup> There are no exceptions for A1 or A2

<sup>4</sup> The length of this prohibition is up to the approving official.

- B. Precluded Due to Nature of Work of Position. While an employee may be eligible because they are not excluded based on the above, they may be precluded from teleworking if the official duties of the position require on a daily basis (every workday) require:
1. Direct handling of secure materials determined to be inappropriate for telework by the agency head;
  2. On-site activity that cannot be handled remotely or at an alternate worksite; or
  3. Being a mobile worker (not eligible for telework due to the nature of their work).

## **VII. ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES**

It is important to distinguish between ordinary requests to telework and requests from persons with disabilities for reasonable accommodation. Approving officials/supervisors should consult Department Administrative Order (DAO) 215-10, "[Reasonable Accommodation Policy](#)," and the Disability Program Manager as part of the interactive process established by the Rehabilitation Act, in order to fully understand supervisors' responsibilities under the law.

As governed by Section 501 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 791 et. seq., the Rehabilitation Act and [DAO 215-10](#), the determination as to whether an employee may be granted telework as a reasonable accommodation due to a disability should be made through the Reasonable Accommodation Coordinator, the employee's first-line supervisor, and the employee.

## **VIII. PROGRAM OVERSIGHT AND RESPONSIBILITIES**

Telework refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of his/her position, and other authorized activities, from an approved worksite (e.g. home) other than the employee's traditional worksite. This definition includes what is generally referred to as remote work but does not include any part of work done while on official travel or mobile work.

The Office of Human Resources Management (OHRM) is responsible for oversight of the Department Telework Program and for any reporting requirements to OPM. OHRM will review and monitor the various plans to ensure consistency across the bureaus/operating units with implementing the program.

NTIS is responsible for the development, funding, administration (including providing a designated telework coordinator), operation, and the evaluation of its policy and telework implementation plan.

Supervisors are responsible for the overall management and success of teleworking within their work units, including day-to-day operations. Supervisors are encouraged to endorse regular telework for at least 2 days per pay period when requested by eligible employees. Telework-ready employees and their supervisor are responsible for annually reviewing the written agreement to ensure that it is current. The date of the review must be documented.

The Telework Coordinator (TC) provides bureau policy and procedural program guidance, The TC provides advice and assistance to bureau personnel tasked with policy and implementation plan development, including working with senior-level managers in establishing and obtaining bureau telework goals, objectives, and reporting requirements. The TC will, in partnership with the approving official and the exclusive representative, if applicable, establish a procedure for notifying each employee of his/her eligibility or ineligibility to telework, and coordinate a process for approving and tracking telework arrangements. The TC will answer questions and provide guidance to employees and supervisors as well as an orientation for new teleworkers.

## **IX. MANDATORY TELEWORK TRAINING**

Supervisors and approving officials must successfully complete the required [Telework 101 for Managers](#) course via the [Commerce Learning Center \(CLC\)](#) and print a certificate of training completion prior to approving a written agreement.

All employees who desire to telework must successfully complete the required [Telework 101 for Employees](#) course via the [CLC](#) before submission of their request to telework. Upon successful completion of the course, the employee must print a certificate of training completion and provide a copy to his/her approving official. Training is not required for renewal of a written agreement.

Annually, all participants must attend Personally Identifiable Information (PII) training.

Provide a copy of all training certificates to the NTIS telework coordinator.

## **X. THE TELEWORK AGREEMENT PROCESS**

An employee who wishes to participate in the Telework Program must request permission from his/her immediate supervisor via the Telework Application and Agreement. The employee must complete the application and submit it to his/her supervisor, along with the Telework Access Tool, the Telework Safety Checklist and the Telework IT requirements forms.

The work agreement covers the terms and conditions for teleworking. It also constitutes an agreement by employees and supervisors to adhere to applicable guidelines and policies. The application and work agreement covers items such as:

Term of the agreement: An annual telework agreement will be for one year unless a shorter term agreement is deemed appropriate by management due to business concerns or the employee enters into a telework agreement mid-cycle. A telework request may be made at any time in the calendar year, but all existing agreements will terminate on March 31. A new agreement must be signed by both parties to renew the agreement for the following year upon a submitted request by the employee unless the supervisor determines termination of the agreement is necessary.

Type of telework and plan: The agreement will specify whether the agreement is for regular, ad hoc or for continuity of operations/emergencies purposes. The agreement will indicate the employee selection of Plan A or Plan B. Employees on Plan A may elect to change to Plan B any time during the term of agreement; Plan B employees may not change to Plan A during the term of the agreement.

Requirements: The agreement will outline any requirements that support the arrangement (e.g., technology, software, data security).

Expectations: The agreement will clarify work and productivity expectations, and any assumptions, which could impact the arrangement, including location site, communication mode and frequency, and expected response times.

Compressed work schedule: Telework agreements will have no impact on an employee's choice to participate in a compressed work week schedule; however, an employee's absence from the office for a compressed work schedule day off may be considered by a supervisor in determining how many telework days are permitted and on which days of the week.

Expectations for emergency telework: Layout any special conditions or requirements that would be associated with the COOP and other emergency function or when weather emergencies require the closure of NTIS.

Office Suitability: Employee safety and protection from hazards continue to be a high priority, even in an alternative workplace. The employee must complete the self-certification safety checklist for the proposed space and submit the checklist with the telework agreement application. If the employee's checklist indicates unsafe condition(s) exist at the telework site, the employee must take the necessary corrective actions and resubmit the checklist in order for telework to be approved.

The written agreement must provide that an employee may not be authorized to telework if the performance of that employee does not comply with the terms of the written agreement between the supervisor and the employee.

A copy of the complete approved application packet (Appendix A, B, C and D), including the training completion certificate, must be provided to: a) employee for their records; and, b) Telework Coordinator for review, tracking and recordkeeping purposes.

Modification and Termination: Telework is workplace flexibility (unless it is actually designated as a condition of employment), not a legal right, and does not change the terms and conditions of employment. The operational needs of the bureau are paramount and employees who telework do not have an automatic right to continue to telework. In accordance with the Act, an employee may not be authorized to continue teleworking if the performance of that employee does not comply with the terms of the written agreement between the approving official and the employee.

Management shall provide sufficient notice, when feasible, before modifying or terminating a written agreement to allow the affected employee to make necessary arrangements. The reason for termination **must** be documented, signed by the supervisor, and provided to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

The employee may request to modify the current agreement (e.g., change the regular teleworking day) by submitting a new “Telework Application/Agreement and Modification of Telework Agreement” (check “Modification”) with only the requested change indicated.

An employee on Plan A may switch to Plan B at any time prior to reaching the 80-hours limitation during the term of the individual telework agreement.

## **XI. TERMINATION OF AGREEMENTS AND APPEALS PROCESS**

Telework requests and agreements may be terminated or denied by management as long as the denial or termination decision is based on operational needs, conduct, or performance in accordance with the law, not personal reasons.

The supervisor must deny or immediately terminate the agreement, as applicable, if the employee fails to be eligible to telework due to [5 U.S.C. §§ 6502 \(a\)\(2\) or 6502\(b\)\(3\)](#).

Management must provide written justification to the affected employee to include information about when or if the employee would be eligible to reapply, and if applicable, what actions the employee should take to improve his/her chance of future approval. Supervisors are to provide employees, and maintain copies of, signed written denials or terminations of telework agreements.

An employee may terminate his/her written agreement by written notice to the approving official.

Telework-ready employees must use the administrative grievance procedure in [DAO 202-771](#), “Administrative Grievance Procedure,” or the negotiated grievance procedure, as applicable, to appeal issues relating to their request to telework, modification to an existing telework agreement, and termination of a telework agreement.

Employees who believe they are the victims of prohibited discrimination may use the procedures in [DAO 215-9](#), ‘Filing Discrimination Complaints,’ to appeal the alleged discrimination.

## **XII. THE OFFICIAL DUTY STATION**

The location of an employee’s position of record where the employee regularly performs his or her duties, or if the employee’s work involves recurring travel or their work location varies on a recurring basis, the duty station is the location where the work activities of the employee’s position of record are based, as determined by their approving official. An employee’s official duty station determines the appropriate locality area for pay purposes (5 CFR 531.605).

The official duty station *must be documented on the employee’s Notification of Personnel Action (SF-50) or equivalent.*

For employees temporarily detailed to a position in a different location without a change in the position of record, the official duty station and associated pay entitlements are not affected. For additional information on official duty stations, please see [http://www.opm.gov/oca/pay/html/Official\\_Duty\\_Station.asp](http://www.opm.gov/oca/pay/html/Official_Duty_Station.asp).

## **XIII. PAY AND LEAVE**

An employee’s locality rate of pay is based on the employee’s official duty station, and is determined in accordance with 5 CFR 531.604(b). The bureau/operating unit must determine and designate the official duty station for an employee covered by a telework agreement.

The same premium pay rules to employees when they telework as when they are working at the traditional worksite.

Telework-ready employees are governed by the same procedures as non-telework ready employees for requesting and obtaining leave approval. See the Department’s website at [Leave Policies](#). For additional information on leave administration, please visit <http://www.opm.gov/oca/leave/index.asp>.

For additional information on pay administration, premium pay, and work scheduling, please visit <http://www.opm.gov/oca/pay/HTML/factindx.asp>.

#### **XIV. IT SECURITY REQUIREMENTS FOR TELEWORK-READY EMPLOYEES**

The Department's CIO is responsible for issuing and maintaining information technology (IT) and eGov policies and minimum implementation standards, including remote access and safeguarding sensitive information. These policies and minimum implementation standards outline responsibilities of bureau/operating unit CIOs as well as teleworkers to enable an effective working environment for the teleworker and the protection of Department systems from undue risk. The Department's policy on remote access is accessible via intranet at [http://home.commerce.gov/CIO/ITSITnew/CITR\\_008\\_Remote\\_Access.pdf](http://home.commerce.gov/CIO/ITSITnew/CITR_008_Remote_Access.pdf)

Supervisors are responsible for ensuring that telework-ready employees agree to comply with all existing security policies and procedures, including IT security.

Telework-ready employees also agree that their responsibilities, described in Section 3.3.9 of the Department's "IT Security Policy and Minimum Implementation Standards," remain in effect while on telework status.

The workplace and workstation must be set up to accomplish secure information processing, including the proper storage of Sensitive Information in both electronic and paper form.

Telework-ready employees must abide by the IT security requirements conveyed in the Commerce Information Technology Security Program Policy (ITSP), Commerce Information Technology Requirements (CITRs), Frequently Asked Questions (FAQs), and IT Security Policy memos. The Telework Agreement signed by the telework-ready employee and his/her supervisor may describe additional security requirements. NTIS employees applying to telework, must complete and sign the Telework IT Requirements document certifying that all of the IT requirements, at a minimum, are met. The IT Requirements document will be reviewed and approved by a NTIS CIO representative.

Supervisors are responsible for ensuring that telework-ready employees agree to comply with all existing IT security requirements and to ensure employees are accountable.

#### **XV. TECHNICAL ASSISTANCE**

Teleworking employees may contact the NTIS CIO, to obtain telephonic assistance only. CIO personnel are not available to visit telecommuters' alternative work sites. Help is limited to telecommunication issues, remote access and installation function of government owned software.

## **XVI. GOVERNMENT FURNISHED EQUIPMENT (GFE)**

Under the DOC policy, NTIS is allowed but not required to furnish equipment in support of telework, including computers and other electronic devices. NTIS has limited resources to support telework and will review requests for supporting equipment on a case-by-case basis. NTIS will not provide phone lines, internet access or monthly payments for on behalf of employees. Telework employees are encouraged to plan, to the extent possible, all long-distance and international calls to occur in the conventional office. However, while teleworking, calls can be made and received by using CISCO IP Communicator, which is provided by the CIO office during the telework approval/renewal process.

The employee is expected to pay for all costs incurred in operating an alternative office at home. NTIS will not reimburse employees for home utility costs associated with working at home.

## **XVII. THE PRIVACY ACT OF 1974, SENSITIVE PII AND BII – REQUIREMENTS FOR TELEWORK-READY EMPLOYEES**

All telework-ready employees are responsible for ensuring that records subject to the Privacy Act of 1974 or have sensitive Personally Identifiable Information (PII), and Business Identifiable Information (BII) are not disclosed to anyone except those who have been authorized access to such information in order to perform their duties. Bureaus/operating units must ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records.

### **A. Disclosure of Records from an Agency System of Records**

1. Telework-ready employees are responsible for ensuring that their disclosure of a record (information) from any agency system of record complies with the Privacy Act of 1974.
2. The Privacy Act of 1974 defines a 'system of records' as a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. Department of Commerce system of record notices (SORNs) are posted at:  
<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=PAI&browsePath=2005&isCollapsed=false&leafLevelBrowse=false&ycord=0>.
3. The Privacy Act of 1974 prohibits the disclosure of a record (information) from an agency system of record that is not identified as a routine use in that system's SORN, does not comply with an exemption identified in the SORN, or does not

comply with 1 of the 12 exceptions to the non-disclosure-(to third parties)-without-consent rule.

4. A Privacy Act incident occurs when an officer or employee of the agency, who by virtue of his/her employment or official position, has possession of or access to agency records that contain individually identifiable information the disclosure of which is prohibited by 5 U.S.C. § 552a (or regulations established thereunder) and discloses the material in any manner to any person or agency not entitled to receive it. Knowing misuse or release of information protected by the Privacy Act of 1974 can subject an employee to fines and/or criminal sanctions.
5. Telework-ready employees must immediately report a suspected or confirmed Privacy Act incident to NTIS' privacy officer, the NTIS Chief Information Officer or the NTIS Help Desk, and immediate supervisor.

## B. Proper Handling of PII and BII

1. Telework-ready employees are responsible for the safeguarding of PII and BII.
2. Personally identifiable information (PII) is information that can be used to distinguish or trace an individual's identity, such as name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information, which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. Sensitive PII, if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.
3. Types of PII considered sensitive when associated with an individual are: social security number (including truncated form), place of birth, date of birth, mother's maiden name, biometric information, medical information (except brief references to absences from work), personal financial information, credit card or purchase card account numbers, passport numbers, potentially sensitive employment information (e.g., personnel ratings, disciplinary actions, and results of background investigations), criminal history, and any information that may stigmatize or adversely affect an individual. The Department IT Privacy Policy provides that breaches of sensitive PII are subject to notification/reporting requirements.
4. When deciding whether PII is sensitive or non-sensitive, it is important to consider the type of information, obligations, or expectations regarding the protection of information, risk (probability and consequences) of loss or compromise of information, and context of information. Context is particularly important. The same types of information can be sensitive or non-sensitive depending upon the context. For example, a list of names and phone numbers for the Department softball roster is very different from a list of names and phone numbers for individuals being treated for an infectious disease. It is important to

use good judgment when deciding whether PII is sensitive or non-sensitive. When in doubt, treat PII as sensitive.

5. The Department's policy states that if sensitive PII must be electronically transmitted, then it must be protected by secure methodologies such as encryption, Public Key Infrastructure (PKI), or secure socket layers (SSL). Federal Information Processing Standards (FIPS) Publication 140-2, "Security Requirements for Cryptographic Modules" provides the standard to which encryption methodologies must conform. The transmission of sensitive PII, even if it is protected by secure means, must be kept to a minimum. Check with NTIS' CIO to determine methods or services used to support the electronic transmission of sensitive PII.
6. In addition to sensitive PII, telework-ready employees must ensure the safeguarding of BII. BII is information that is defined in the Freedom of Information Act (FOIA) as "trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential." Commercial is not confined to records that reveal "basic commercial operations" but includes any records (information) in which the submitter has a "commercial interest" and can include information submitted by a non-profit entity. Terms for BII that must be protected from disclosure include "confidential business information," "confidential commercial information," and "proprietary information."
7. Sensitive PII and BII can be stored on Government systems only and saved, stored, or hosted only on Department-authorized equipment (including contractor-owned equipment or a system that is approved to be used as a Government system). Personally-owned computers may not be used to save, store, or host sensitive PII and BII that is collected or maintained by NTIS.
8. Sensitive PII and BII must be sent encrypted as an e-mail attachment and encrypted on mobile computers, media (e.g., CDs, DVDs, USB drives), and devices (e.g., laptops, hard drives). When faxing sensitive PII and BII, an advisory statement about the contents must be included on the cover sheet and the recipient must be notified immediately before and after transmission. When mailing sensitive PII and BII, it must be physically secured when in transit. Do not mail or send by courier sensitive PII and BII on CDs, DVDs, hard drives, flash drives, USB drives, floppy disks, or other removable media unless the data is encrypted. Sensitive PII and BII must be sealed in an opaque envelop or container and mailed using First Class or Priority Mail, or a commercial delivery service (e.g., FedEx or DHL). Appropriate methods must be used to destroy sensitive paper PII and BII (e.g., shredding, using a burn bag) and securely delete sensitive electronic PII and BII (e.g., empty the Windows "recycle bin").
9. Telework-ready employees and supervisors are responsible for complying with all NTIS guidelines on reporting PII and BII incidents. The OMB Memorandum

M-07-16 defines a PII incident as the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users, and for an other than authorized purpose, have access or potential access to PII, whether physical or electronic. Telework-ready employees must immediately report a suspected or confirmed PII and BII incident to NTIS' privacy officer, NTIS' CIO or NTIS Helpdesk, and immediate supervisor. Additional information regarding the PII and BII incident reporting process can be found at: [http://home.commerce.gov/CIO/ITSITnew/DOC\\_Breach\\_Response\\_Plan\\_v2\\_final.pdf](http://home.commerce.gov/CIO/ITSITnew/DOC_Breach_Response_Plan_v2_final.pdf).

## **XVIII. PRIVACY ACT, SENSITIVE, AND HIGHLY SENSITIVE INFORMATION REQUIREMENTS FOR TELEWORK-READY EMPLOYEES**

- A. Decisions on the proper use and handling of Sensitive Information will be made by the supervisor who permits the employee to work at home or at an alternate worksite. A telework agreement will be signed by the telework-ready employee and his/her supervisor that contains the specific data types allowed to be accessed. Information is generally categorized into the following groups: Non-Sensitive Information; Sensitive Information; and Classified National Security Information.
- B. The physical security standards for PII and other Sensitive and Administratively Controlled Information must be addressed prior to allowing telework. Chapter 35 of the OSY Security Manual provides minimum physical security standards for the office environment that are also applicable during telework. At a minimum, Controlled Unclassified Information (CUI), including PII, should be afforded protection to prevent unauthorized access to the information.
- C. Controlled Unclassified Information (CIU) Registry. The National Archives and Records Administration's (NARA) CUI Office developed the CUI Registry that allows anyone to access the Safeguarding and Dissemination requirements for CUI that must be afforded to information like PII (Privacy) and other unclassified information. The registry may not be all inclusive, as only those categories of unclassified information that have a law, regulation, or government-wide policy governing dissemination and/or safeguarding are provided. Therefore, any Sensitive and Administratively Controlled Information in hard-copy form that does not fall within the parameters of the manual or the registry should be brought to the attention of the Information and Personnel Security Division of OSY.

Teleworkers and Supervisors should visit <http://www.archives.gov/cui/registry/category-list.html> prior to allowing hard copy PII and other administratively controlled information outside the workplace for telework purposes.

Controlled Unclassified Information, Title 13, Title 26, and Title 35, U.S.C. Information, which are legally protected, are covered under the Sensitive Information category.

- D. Highly Sensitive Information. This information is subject to the most stringent security and access control rules, such as courier authorization, hand-to-hand transmission, or agency-specific rules not included in the Department telework policy/handbook. Classified information that requires Secret or Top Secret security clearances for protecting national security information is included in this category. Classified information (Confidential, Secret, or Top Secret) may only be transmitted or removed from official worksites by classified networks or authorized official couriers. This type of information may not be used or accessed in any manner by teleworkers.

## **XIX. TELEWORKING DURING EMERGENCY SITUATIONS**

**Unscheduled Telework.** This type of telework allows telework-ready employees to work from home or at an approved alternate location upon notification to their supervisor in accordance with the terms of the written agreement.

**Offices Are Closed.** Employees on Plan B must telework consistent with their written agreements when Federal/Departmental offices in their local commuting area are closed due to reasons other than Federal law or Executive Order. Excused absences may be granted on a case-by-case basis for telework-ready employees in the above situation. (Also see Section V. POLICY)

**Early Dismissal/Delayed Arrival.** When an early dismissal/delayed arrival is provided, those who are teleworking from their home are not dismissed from duty for any part of the workday. However, supervisors may grant excused absence on a case-by-case basis, if the employee is unable to continue teleworking.

**Emergency at the Alternate Worksite.** When an emergency affects only the alternate worksite for a major portion of the workday, the employee is expected to report to the traditional worksite, an approved alternate telework site, or request supervisory approval of paid personal leave as applicable (i.e., annual, compensatory time, compensatory time off for travel, credit hours, etc.)

However, on a case-by-case basis, the supervisor may excuse, without charge to paid personal leave or loss of pay, a telework employee from duty during an emergency if: (1) the emergency adversely affects the telework site; (2) the telework-ready employee

is unable to access another alternate telework site; or (3) the telework-ready employee's duties are such that he/she cannot continue to work without contact with the traditional worksite.

## **XX. TELEWORK AND THE CONTINUITY OF OPERATIONS PLAN (COOP)**

If an employee occupies a position deemed an "emergency employee," he/she may be required to report to work for inclement weather or natural or man-made emergencies. For COOP purposes, management, along with the employee and supervisor, should make advance and/or situational decisions as to whether the employee must physically report for duty or may work from home or an alternate worksite. For example, if the purpose of the employee reporting for duty at the traditional worksite is to provide policy guidance or to notify specific individuals of emergency requirements, this may be able to be accomplished from home, provided the employee has access to the resources necessary to perform the required services. However, in some cases, the only way to obtain the services of the employee may be through telework from an alternate worksite. For example, if inclement weather or other emergency situation results in a transportation shutdown, but phone lines remain working, the employee may be able to work from home rather than reporting to the traditional worksite or COOP site.

Employees designated as COOP Team Members, may be required to telework during emergency closures or other emergencies, including pandemics, and for COOP exercises, on any day, even if that day is not a regular telework day or a day with specific approval for ad hoc/episodic telework. Telework-ready COOP employees may also be required to perform duties outside of their usual or customary duties to ensure continuation of agency-essential missions or activities.

In accordance with Public Law 111-292 Section 6504(d)(2) "Continuity of Operations Plans Supersede Telework Policy – During any period that an executive agency is operating under a continuity of operations plan, that plan shall supersede any telework policy."

## **XXI. TELEWORK PROGRAM EVALUATION**

The NTIS Telework Coordinator will conduct an assessment of the telework program on an annual basis and provide a report to the Assistant Secretary. The report will include information on the number of and percentage of teleworking employees in each NTIS business unit and an overall assessment on how well NTIS is meeting its telework goals. The report will also identify specific challenges for expanding telework with NTIS and layout strategies for addressing them prior to the next annual report.

## **XXII. HOW TO GET STARTED**

The employee reviews the Telework Policy and Guidelines and completes the Telework Application and Agreement, Telework Safety Checklist, and Telework IT Requirements Checklist forms. The employee submits all these forms to his/her supervisor.

The employee and first line supervisor discuss the teleworking arrangements and type of work projected to be done by the employee at an alternative work site.

The supervisor approves/disapproves the Telework Application and Agreement. If approved, the entire Application packet is forwarded to the Telework Coordinator (Vicki Buttram) in the Office of the Director.

The Telework Coordinator forwards the Telework IT Requirements form to the Telework CIO Representative who verifies that the applicant meets the minimum requirements. Once the Telework IT Requirements are approved, the Telework CIO Representative signs the IT Requirements form and returns it to the Telework Coordinator.

The Telework Coordinator will submit the entire Application and Agreement packet to the Director of NTIS for final approval. Once approved, the Telework Coordinator will notify the employee and first line supervisor of the telework status.

**APPENDIX A: TELEWORK APPLICATION/AGREEMENT AND MODIFICATION  
OF TELEWORK AGREEMENT  
March 31, 2015 - March 31, 2016**

**Section I - To be completed by applicant:**

New

Modification

Applicant's Name:

Date:

Alternate Worksite:

home

other

Address:

Phone:

Description of work to be performed at the alternate work site:

Telework Level Requested:

Plan A (for ad hoc/unscheduled telework)

Plan B

Type of Telework:

Regularly Scheduled

Ad Hoc/Unscheduled

Medical/Reasonable Accommodations

For COOP or Emergency Purposed

Work Schedule (time/days) including AWS Day Off (if applicable):

Telework Days at Alternate Worksite:

I understand that I must perform at the Fully Successful or higher performance level in order to telework.

I understand I am required to perform the duties and responsibilities of my position.

- I have requested Plan A. I understand that I am limited to no more than 80 hours of ad hoc/unscheduled telework during the 12 months period beginning with the initial Plan A. I will not be required to telework when my office is closed due to unforeseen circumstances.
- I have requested Plan B. I understand that I must telework when my office is closed due to unforeseen circumstances, unless otherwise excused by my supervisor. I have the option of performing regular/recurring and/or ad hoc/unscheduled telework for more than 80 hours. Working less than 80 hours of ad hoc/unscheduled telework does not change my election of Plan B.
- I certify that I have completed *Telework 101 for Employees* via the Commerce Learning Center (CLC), the Telework Safety Checklist, and the Telework Assessment Tool. Training completion date:
- I understand that I may not care for children, elders, or other dependents while I am in a duty status and teleworking. In these situations, I may request the appropriate leave from my supervisor or request a change in my Alternative Work Schedule, if applicable.
- I understand that I must abide by the NTIS IT Security requirements conveyed in the NTIS Telework Program.
- When unscheduled leave or telework is announced by the appropriate authorities, I understand that the election is mine, but I must notify my supervisor in accordance with the established policy of the office. However, in rare situations, that management may deny my scheduled leave/telework and require me (a non-emergency employee) to report for an assignment that requires my presence at the worksite.
- I certify that I will correctly and accurately report all time teleworked in the appropriate WebTa.

---

Applicant's Signature

---

Date

**Section II - To be completed by supervisor:**

I have completed Telework 101 for Managers via CLC on

I recommend that the application and agreement be:

- Approved as written
- Approved with the following modification:
- Disapproved for the following reason(s):
  - Work not suited to telework
  - Need for office coverage
  - Employee is in a developmental assignment or position
  - Employee is within a probationary period
  - Alternate work site does not conform to safety requirements
  - Employee failed to attend required training on telework
  - Other (please specify):

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Section III - To be completed by the Approving Official:**

Approved       Disapproved      Reason Not Approved

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Date

**Voluntary Participation**

The applicant voluntarily agrees to work at the approved alternate workplace indicated above and to follow all applicable policies and procedures. The applicant recognizes that the telework arrangement is a privilege, not a right.

**Salary and Benefits**

The supervisor and applicant agree that a telework arrangement is not a basis for changing the applicant's salary or benefits.

**Official Duties**

The applicant agrees not to conduct personal business while in an official duty status at the alternate workplace (for example, caring for dependents or making home repairs). Furthermore, the applicant agrees that telework is not a substitute for childcare, and that he or she will make appropriate arrangements for childcare as necessary to provide for a minimum of interruptions during the workday.

**Time and Attendance**

The supervisor agrees to certify bi-weekly the time and attendance for hours worked at the regular office and the alternate workplace and to make sure that the applicant's timekeeper has a copy of the applicant's work schedule. The employee will be required to complete a time and attendance worksheet to document hours worked using the proper telework transaction code in WebTA.

**Leave**

The applicant agrees to follow established office procedures for requesting and obtaining approval for leave.

**Overtime**

The applicant agrees to work overtime only when approved in writing and in advance by the supervisor, and understands that claimed overtime work without such approval may result in termination of the telework privilege.

**Alternate Workplace Costs**

The employee understands that the Government will not be responsible for any operating costs that are associated with the use of the employee's home as an alternate work site, for example, home maintenance, insurance or utilities. The employee also understands that any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute or regulation, is not relinquished by this agreement.

**Equipment/Supplies**

Employees are expected to furnish their own computer equipment. However, any government-owned property in the employee's possession is to be used only for official business and the employee agrees to protect any government-owned equipment. The agency agrees to service and maintain any government-owned equipment issued to the employee. The employee agrees to service, and maintain any personal equipment used. The agency agrees to provide the employee with all necessary office supplies. When making a long distance telephone call to conduct official government business, the employee is encouraged to plan, to the extent possible, to conduct long-distance and international calls in the conventional office.

**Security**

The applicant agrees to follow all existing security policies and procedures, including information technology security. The applicant certifies that he or she has read and agrees to comply with the Department's Remote Access Security Policy and Minimum Implementation Standards and supplemental operating unit remote access implementation guidance. The applicant agrees to access the Office of the Chief Information Officer website periodically such that he or she will ensure cognizance of current information technology security policies and procedures. Decisions regarding the proper use and handling of sensitive data, as well as records subject to the Privacy Act, will be made by the individual supervisors who permit employees to work at home. Care must be taken to ensure records subject to the Privacy Act and sensitive non-classified data are not disclosed to anyone except those who are authorized access to perform their duties. Classified data may not be removed from employee's official work sites to off-site locations.

**Liability**

The applicant understands that the government will not be held liable for damages to his/her personal or real property while he/she is working at the approved alternate workplace, except to the extent the government is held liable under the Military Personnel and Civilian Employees Claims Act and the Federal Tort Claims Act.

**Alternate Work Site Inspection**

The employee agrees to permit the Government to inspect the alternate work site during the employee's normal working hours to ensure proper maintenance of Government-owned property and conformance with safety standards.

**Work Area**

An applicant working at home agrees to provide a designated work area adequate for performance of official duties.

**Injury Compensation**

The applicant understands that he/she is covered under the Federal Employees Compensation Act if injured in the course of actually performing official duties at the alternate workplace. The applicant agrees to notify his/her supervisor immediately of any accident or injury that occurs at the alternate workplace and to complete any required forms. The supervisor agrees to investigate such a report as soon as possible.

**Work Assignments/Performance**

The employee agrees to complete all assigned work according to guidelines and standards in the employee performance plan. The applicant and supervisor agree to exercise good communication skills and work cooperatively to obtain a common understanding of expectations and desired results, and set reasonable and measurable objectives for work to be accomplished. The employee agrees to provide regular reports if required by the supervisor to help judge performance. The employee understands that a decline in performance may be grounds for terminating or modifying the telework arrangement.

**Disclosure**

The applicant agrees to protect government records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 USC 552(a).

**Standards of Conduct**

The applicant agrees that he/she is bound by official standards of conduct while working at the alternate workplace.

**Cancellation**

The applicant understands that the supervisor may cancel the telework arrangement and instruct him/her to resume working at the office. If the applicant elects to voluntarily withdraw from the program, he/she is expected to give sufficient notice so that arrangements can be made to accommodate his/her return to a regular work schedule and he/she must complete the Telework Termination Form.

**Compliance with This Agreement**

The employee's failure to comply with the terms of this agreement may result in the termination of this agreement and the telework arrangement. Failure to comply also may result in disciplinary action against the employee if just cause exists to warrant such action.

**Term**

All telework agreements expire at the end of the calendar year unless cancelled or terminated earlier by the employee or employer.

**By signing this agreement, the applicant certifies that he/she has read the terms of this agreement and agrees to follow the policies and procedures outlined in them as well as all other applicable policies and guidelines:**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## APPENDIX B: TELEWORK ASSESSMENT TOOL

The decision to telework should be based on the ability of an employee to work in a setting that may be in his/her telework worksite other than the regular office, without immediate supervision. The following tool is to be used by the supervisor as a basis for discussing the option and appropriateness of telework for a particular employee. Employees are also required to use the assessment tool to help in determining if telework is suitable for their positions.

Employee's Name:

Supervisor's Name:

**Please rate yourself or your employee, using the following scale:**

**5 – Always    4 – Usually    3 – Sometimes    2 – Rarely    1 – Never**

1. Employee works without regular monitoring/supervision
2. Employee is comfortable working alone
3. Employee independently identified required work products
4. Employee successfully plans work production schedule
5. Employee communicates hindrances to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success
6. Employee is knowledgeable about your organization's procedures/policies
7. Employee is fully aware of Department information technology security
8. Employee meets deadlines
9. If telework will be in the employee's residence, the residence has an appropriate work environment
10. Employee is willing to provide his/her own equipment if Government-furnished Equipment is not available
11. Employee is computer literate
12. Employee has successfully completed the appropriate Commerce online teleworking training course

## APPENDIX C: TELEWORK SAFETY CHECKLIST

The checklist is designed to assess the overall safety of the designated work area of the alternate workplace. Each applicant should read and complete the safety checklist. Upon completion, the checklist should be signed and dated by the applicant and submitted to the immediate supervisor.

Applicant's Name:

Alternate Worksite:     home     other

Address:

Within the designated work area:

- |   |                          |     |                          |    |                          |     |
|---|--------------------------|-----|--------------------------|----|--------------------------|-----|
| 1. Are stairs with four or more steps equipped with handrails?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 2. Are aisles, doorways, and corners free of obstruction?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 3. Are file/storage cabinets arranged so that open doors/drawers do not create obstacles?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 4. Is the office space neat, clean, and free of combustibles:   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 5. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 6. Are circuit breakers/hoses in the electrical panel properly labeled?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 7. Is electrical equipment free of recognized hazards that could cause physical harm (e.g. frayed, loose, and/or exposed wires, bare conductors, etc.)? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 8. Does the building electrical system permit grounding of Equipment (i.e., have three-prong receptacles)?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| 9. Is there a smoke alarm and clear access to a fire extinguisher?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |

*By signing this document, the applicant certifies that all of the above applicable questions were answered in the affirmative, or, if answered in the negative, that the applicant will take all necessary corrective actions to eliminate any hazard prior to beginning telework.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



(CIO Representative)

Date

RSA SecurID Token Pin Activated \_\_\_\_\_

(CIO Representative)

\_\_\_\_\_ Date

Infrastructure Support Install *OR*  User Install

**APPENDIX E: OPTINAL TELEWORK TERMINATION FORM**

The Telework option is a privilege and not an employee right, and falls under the supervisor's discretion to determine how work should be accomplished with the organization. Termination of the Telework agreement can be either voluntary or involuntary.

Employee Name

This is notification that the Telework agreement, which was signed on  is no longer in effect and is hereby terminated.

Termination is based on (*check one*):  Voluntary Withdrawal     Involuntary Withdrawal

If termination was involuntarily, this decision is based on:

- Requirements of the Current Work Assignment
- Reassignment or Change in Duties
- Lack of Office Coverage
- Failure to Maintain Employee Eligibility Standards
- Other (*please specify*): \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Remote access terminated     Yes     No      RSA token returned     Yes     No

\_\_\_\_\_  
CIO Representative

\_\_\_\_\_  
Date