



TELEWORK FACT SHEET

FS 12-10: Employee Responsibilities While Teleworking

January 2012

1. What are my responsibilities when I telework?

When you telework you have all the same responsibilities as when you work in a government office.

Because we have a myriad of rules and policies that guide us in our jobs, we can't cover them all in a fact sheet and we can't get into details about the ones we are going to highlight. You should also review other fact sheets that address some of these issues in more detail.

Records Management: Be sure to protect government records from theft, damage, etc. For example, don't leave them on your home desk where your family members have access.

Privacy: All the rules about protecting sensitive data apply to your telework location. For example, your family members may not be given access to sensitive data and you need to properly secure documents and electronic files so that family members and guests do not have access to this information.

Injuries: If you are injured while teleworking, you must notify your supervisor as soon as possible and you must complete the required reports. You may be required to allow a safety inspector access to your telework site. If you are asked to allow an inspector into your home, you will be given 24 hours notice.

Safety: You are responsible for maintaining a safe work area for teleworking.

Tour of Duty: You must record your time in your time and attendance system accurately including reflecting the fact you teleworked. In addition, you may not work overtime or take comp time without prior approval of your supervisor.

Protect Government Property (computers, etc.): You must take appropriate steps to ensure that government property is secure and protected. For example, do not allow your family to use a government issued device.

Be Respectful of Your CoWorkers: You should be prepared to telework. Do not depend on your coworkers in the office to retrieve papers and reports and do not ask them to copy, fax or otherwise provide clerical support to you unless that is their job.

Communicate: When you sign your telework agreement, you and your supervisor should decide how you are going to communicate while teleworking. For example, will you forward your calls from your office phone? Will you retrieve voice mail every X minutes? You must be accessible to your supervisor, co-workers and customers. This means you will likely have to provide your home phone number to your supervisor unless you have your office phone on forward. You and your supervisor should also agree on how you handle email. However, it is not appropriate for your supervisor to require you to email him/her every X minutes just to demonstrate you are available.

2. What if I have questions about my responsibilities that this fact sheet did not answer?

You should talk with your supervisor.