



# TELEWORK FACT SHEET

## FS 12-05: Including Teleworkers in Office Meetings

January 2012

### 1. What policy governs this issue?

The law requires that employees who telework and employees who do not telework be treated the same in terms of performance, appraisals, awards and work assignments. The Department interprets this requirement as prohibiting purposefully excluding teleworking employees from participating in staff meetings and other official office meetings.

### 2. As a supervisor, what are my obligations to ensure employees who are teleworking participate in office meetings?

Barring unforeseen circumstances (such as a fire, tornado, etc.), ensure teleworkers can dial-in (audio) to participate in meetings.

Where video teleconferencing is possible, we recommend that employees be allowed to participate via VTC.

For routine meetings, such as weekly staff meetings or project reviews, employees should not be required to forgo a scheduled telework day just to participate in the meeting.

For special meetings, such as all-hands meetings, official recognition ceremonies, etc., employees who are scheduled to telework on the day of the meeting, should be notified as far in advance as possible if you wish to require them to attend the meeting.

Employees who are scheduled for telework should not be required to forgo the telework day when an optional event (e.g. office party) is being held. It is appropriate to encourage all employees to participate in a special, social event.