



TELEWORK FACT SHEET

FS 12-03: Special Reports for Teleworkers

January 2012

1. What type of workload reports can I require from teleworkers?

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 reports from employees as way to document what work they have performed when they telework.

As a supervisor, you may require reports from employees to document the work they perform so long as the report is required equally when employees telework and when they don't and so long as you require the report from non-teleworkers. The "equal treatment" principle is what applies - be sure you treat your teleworkers and on-teleworkers the same.

2. What type of time and attendance reports can I require from teleworkers?

Employees are required to document work periods whether or not they telework. DOI's automated time and attendance system have special codes for annotating telework periods.

As a supervisor you must ensure your employees accurately record their work periods, including telework periods.

Time and attendance reports are used by the Department and the Office of Personnel Management to assess telework participation rates; so accurate reporting is essential.