



TELEWORK FACT SHEET

FS 12-06: Telework Agreements

September 2012

1. What is a telework agreement?

The law requires an agreement be signed between the employee and organization prior to telework commencing. This agreement is commonly called a Telework Agreement.

2. Where do I find a telework agreement?

DOI has prescribed a form for telework agreements, Form DI 3457. The form is available at http://www.doi.gov/archive/nbc/formsmgt/fm_forms.html. Only this form can be used for telework agreements except when a different form is required under a labor agreement. It is DOI's desire that all agreements be accomplished using Form DI 3457 so that the department can accurately report information to the Office of Personnel Management who uses that information to report to the Congress.

3. What is the process to get a signed telework agreement?

You should fill out the Form DI 3457 and electronically send it your supervisor.

4. Who approves the agreement?

The Department's policy is that only the first line supervisor can approve an agreement.

5. What if my supervisor denies my request for telework?

Denials are document on DI Form 3700, Denial or Termination of a Telework Agreement. This form is available at http://www.doi.gov/archive/nbc/formsmgt/fm_forms.html. You may appeal to your second line supervisor whose decision is final. Procedures are outlined in the DOI Telework Handbook, paragraph 28. Bargaining unit employees should follow the procedures outlined in their labor agreement.

6. Who can terminate an agreement already in place?

You can or your supervisor can. If your supervisor terminates the agreement, then you must be given sufficient notice (typically two weeks) to ensure you make arrangements to get to and from your work place. If your supervisor terminates the agreement, you will be provided a reason in writing for the termination. You may appeal a termination to your second line supervisor whose decision is final. Procedures are outlined in the DOI Telework Handbook, paragraph 28. Bargaining unit employees should follow the procedures outlined in their labor agreement.

7. If my supervisor needs me to come to the office for meeting, is that the same as terminating an agreement?

No. Your supervisor has the right to cancel a scheduled telework day due to office staffing levels, unexpected workload, the need for your presence at a meeting or other official reasons. When your supervisor exercises this option, it does not terminate your agreement, it simply alters the provisions of the agreement for that day.

8. Can a terminated or denied agreement be approved at some future date?

Yes. When the circumstances end that resulted in the agreement being terminated or denied, you can reapply for telework.

9. What is included in the agreement?

In addition to your name and other work information, you must provide the address of your telework location and you must agree to certain terms. These terms are outlined in the agreement and are explained in more detail in the DOI Handbook, Chart 1.

10. Can the agreement be modified?

The Form DI 3457 cannot be changed (except as a result of a labor agreement). You may modify information contained in the form that pertains to you by completing a new agreement. For example, if your telework location changes, you would reapply for telework.

11. Do agreements have to be renewed?

Agreements must be renewed when the employee receives a new supervisor. Some bureaus and offices require renewal of agreements on a periodic basis. Check with your supervisor to see if your bureau or office is one of the organizations that requires periodic renewal.