Preparing to Initiate a Telework Agreement

Before initiating a telework agreement, employees are encouraged to check with their supervisor to see if they are eligible to telework and whether their position has been determined suitable for telework. At this time, it may be appropriate to discuss what type of telework arrangement (situational or core) is the best fit for your position and the needs of your office.

If it is determined that telework is a viable option, you and supervisor must complete the required telework training in DOITalent. This is a one-time requirement.

- For employees - Telework Fundamentals – Employee Training
- For supervisors - Telework Fundamentals – Manager Training

Employees or supervisors who completed previous training titled “Telework 101 for Employees,” or “Telework 101 for Supervisors,” or equivalent training, are considered to have satisfied this training requirement provided they have documentation demonstrating completion of the course.
**Initiating a Telework Agreement**

1. Once you have completed the required telework training, initiate a new telework agreement form using the web link received from your Bureau/Office telework coordinator. If you did not receive the link, please contact your Bureau/Office telework coordinator.

2. When you open the DOI Telework Agreement Form, the following screen will appear (Figure 1). The header and title will identify your assigned Bureau/Office.

3. The Telework Agreement Terms section (Figure 2) requires you to self-certify that you will adhere to the requirements of the Departmental telework policy and that you have completed the required telework training in DOI Talent.
4. Consistent with the Departmental telework policy, employees with an approved telework agreement are required to telework when the official worksite is closed due to an inclement weather event or other emergency. This section (Figure 3) requires that you acknowledge this expectation.

**Requirement to Telework When the Official Worksite is Closed Due to Inclement Weather or Other Emergencies**

I understand that I will be required to telework when my official worksite is closed due to an inclement weather event or other emergency (e.g., building fire) unless there are extenuating circumstances as determined by my supervisor. I must be prepared to telework when a weather or emergency event is forecasted or anticipated (e.g., a major snowstorm is predicted) by bringing home the necessary equipment and work files.

*Figure 3: Telework When the Official Worksite is Closed*

5. The Employee Information section (Figure 4) asks that you enter your name, assigned bureau, and sub-bureau information. Be sure to fill out the sub-bureau you have been assigned.

*Figure 4: Employee Information*
6. The Employee Information section continues below (Figure 5). Enter your position title, pay plan and grade, and job series here.

   \[
   \text{Title}^* \\
   \text{Work-Life Balance Program Manager}
   \]

   \[
   \text{Pay Plan and Grade}^* \\
   \text{e.g., GS-09} \\
   \text{GS-13}
   \]

   \[
   \text{Job Series}^* \\
   \text{e.g., 2210} \\
   0201]
   \]

   \textit{Figure 5: Employee Information Continued}

7. The Employee Information section continues below (Figure 6). Be sure to fill in your supervisor’s email address correctly with no blank spaces before or after the email address and be sure to use only lower-case letters when typing the email address—or the form may not transmit correctly.

   \[
   \text{Supervisor Name and Title}^* \\
   \text{Enter the name of the supervisor who will be reviewing this agreement.}
   \]

   \[
   \text{Ayanna Sears}
   \]

   \[
   \text{Supervisor Email Address}^* \\
   \text{Insert the email address of the supervisor indicated above. Ensure you do not put any blank spaces before or after the email address and that you only use lower-case letters.}
   \]

   \[
   \text{ayanna_sears@ios.do.gov}
   \]

   \textit{Figure 6: Employee Information Continued}
8. In the Requested Telework Arrangement section (Figure 7), select the type of telework arrangement you are requesting: core or situational telework. In addition, this section contains the Employee Initiated Telework Termination option. This option is discussed on page 15 of this document.

9. In the Continuity of Operations Personnel Designation (COOP) section, enter whether you have been designated as a member of the DOI COOP. If you are unsure regarding your COOP designation, see your supervisor.

**Requested Telework Arrangement**

- **Core** - A telework arrangement in which eligible employees telework from an approved alternative worksite on a recurring scheduled basis—i.e., fixed day(s) per week or pay period.

- **Situational** - A telework arrangement in which eligible employees telework without a set schedule (e.g., telework as a result of inclement weather, a personal appointment, or a special work assignment). An employee with an approved situational telework arrangement must obtain advance approval from his or her supervisor to telework on a particular day(s).

- **Employee-Initiated Termination** - Employee requests to voluntarily terminate his or her participation in an existing telework agreement.

**Continuity of Operations Personnel Designation**

I have been designated as a member of the DOI Continuity of Operations Plan (COOP) and agree to follow the procedures established for reporting for duty when a COOP plan is activated. I understand that during any period that my Bureau/Office is operating in a COOP status, the COOP plan will supersede the Departmental telework policy.

- Yes
- No

*Figure 7: Requested Telework Arrangement and COOP Designation*
10. If you are requesting a core telework arrangement, select the workdays you will telework on a scheduled basis during the pay period in the Designated Core Telework Scheduled section (Figure 8). If you are requesting a situational telework arrangement, you may skip steps 10 and 11 of this document.

*Figure 8: Designated Core Telework Schedule*
11. Consistent with the Departmental telework policy, core telework agreements must also be reviewed and approved by a concurring management official. In the following section, enter the name, title, and email address of the concurring management official (Figure 9) with the authority to review and approve your core telework agreement. Generally, this will be your second-level supervisor, unless your Bureau/Office has identified another management official to serve in this role. Be sure to fill in the concurring management official’s email address correctly with no blank spaces before or after the email address and be sure to use only lower-case letters when typing the email address—or the form may not transmit correctly.

![Figure 9: Concurring Management Official Information](image-url)

**Concurring Management Official Name and Title (For Core Telework Arrangements Only)**

For core telework arrangements, the telework agreement must also be reviewed and approved by a concurring management official, usually your second level supervisor. Please enter the name and title of this individual below. Please leave this field blank if you are not requesting a core telework arrangement.

Jennifer Ackerman

**Concurring Management Official E-mail Address (For Core Telework Arrangements Only)**

Insert the e-mail address of the above concurring management official who is authorized to approve this agreement. Ensure you do not put any blank spaces before or after the email address and that you only use lower-case letters. Please leave this field blank if you are not requesting a core telework arrangement.

Jennifer_Ackerman@ios.doi.gov

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Figure 9: Concurring Management Official Information
12. In the Telework Location section (Figure 10), enter information about the alternative location from where you will telework.

<table>
<thead>
<tr>
<th>Telework Location *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
</tr>
<tr>
<td>Telework Center</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telework City *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telework State/U.S. Territory *</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telework Zip Code *</th>
</tr>
</thead>
<tbody>
<tr>
<td>22305</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telework Phone *</th>
</tr>
</thead>
<tbody>
<tr>
<td>435-XXX-XXXX</td>
</tr>
</tbody>
</table>
13. Teleworking employees must have a designated workspace that is safe and conducive for the performance of their duties. The Telework Site Safety Checklist section (Figures 11, 12, and 13) assesses if the telework location is free of dangerous hazards. In the Telework Location Description field below, briefly describe where you will be teleworking (in a home office for example). Once you have completed the telework site safety checklist, you will certify that the site is safe for telework.

![Figure 11: Telework Site Safety Checklist](image-url)
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>??</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the space free of noise hazards?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are temperature, noise levels, and lighting adequate for your normal level of job performance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls or doorways, exposed wires fixed to the ceiling, missing ground prongs on plugs, etc.)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the building's electrical system permit the grounding of electrical equipment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are file cabinets and storage closets arranged so drawers and doors do not open into hallways or exit ways?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a smoke detector in or near the work area?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Figure 12: Telework Site Safety Checklist Continued](image-url)
### Telework Site Safety Certification

I certify that the "Work-At-Home Telework Safety Checklist" above is accurate and my telework location is a reasonably safe place to work. If the work site is not reasonably safe, please upgrade the telework space until you can certify the site is safe.

- [X] Yes

---

*Figure 13: Telework Site Safety Checklist Continued and Telework Site Safety Certification*
14. Before you submit the telework agreement form, review this section (Figure 14) because it outlines the next steps of the approval process. Your supervisor will receive an auto-generated email and link to review and approve the requested telework arrangement. If you are requesting a core telework arrangement, the concurring management official will receive an auto-generated email and link to review and approve the form, too.

### Telework Agreement Form Approval Process

By submitting this form, I certify that the information I have entered is accurate. Once submitted, my supervisor will receive an auto-generated email and link to review and approve the requested telework arrangement. If I am requesting a core telework arrangement, the Concurring Management Official must also review and approve the telework agreement form. Per Departmental policy, supervisors and concurring management officials (if applicable), should strive to complete the telework agreement form within ten (10) business days of receipt.

If the requested telework agreement is approved, you will receive an auto-generated email advising you that the telework agreement has been approved. At that time, the telework agreement is valid and you may telework in accordance with the agreed upon terms.

If the requested telework agreement is denied, you will receive an auto-generated email notice of the denial decision, which will include your supervisor’s rationale for the denial and/or any required changes to make to the agreement in order to secure approval of a telework arrangement.

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*Figure 14: Telework Approval Process and Submission*
15. Once you click on the Submit button, the following screen (Figure 15) informs you that if you do not receive the auto-generated confirmation email within 24 hours, to submit the information again using the same link. Google Forms saves the previously submitted information, so you will not need to re-enter your information.

**Figure 15: Submission Confirmation Screen**

16. Once you submit a telework agreement, the email below (Figure 16) will be generated and arrive in your inbox. Your supervisor and concurring management official, if applicable, will also receive an auto-generated email that allows them to review and approve your telework agreement.

**Figure 16: Confirmation of Telework Request Email**
17. Once the supervisor and concurring management official, if applicable, review the telework agreement form, you will receive an email with the decision on the telework agreement form. If the agreement is denied (Figure 17), review the reason for the denial, and make corrections, as appropriate. If the decision is final, keep the email below for your records. The supervisor and concurring management official, if applicable, will also receive an email confirmation that the telework agreement form has been denied.

![Status: Denied](image)

The Employee with the email user@example@PsO.001 requested the following telework arrangement:

Employee-initiated Termination - Employee requests to voluntarily terminate his or her participation in an existing telework agreement.

The approving official(s) have denied this telework agreement for business reasons.

Supervisor/Approving Management Official E-mail: avienna_peters@PsO.001

The reason for denial communicated to the employee is listed below:

Reason for Denial: Need Office Coverage

If the employee was provided corrections for supervisory approval, the employee will submit a new request. If the denial is final at this time, please keep this email for your records.

Figure 17: Denial Email-Employee

18. If your telework agreement is approved, you’ll receive a confirmation email similar to the below email (Figure 18). If at any time you later want to voluntarily withdraw from telework, you can click on the Telework Form button and update the form for submission to your supervisor.

![Status: Approved](image)

The purpose of this email is to notify you that your telework agreement has been approved.

Supervisor/Approving Management Official E-mail: avienna_peters@PsO.001

Concurring Management Official E-mail Address (Core Telework Schedules Only): jennifer_jaceman@PsO.001

Approval Confirmation(s): Approved on 2019/07/10 19:22:04 By avienna_peters@PsO.001

Notes:

Official Record: This email serves as the official record of the approved telework agreement. A copy has been sent to the applicable approving official and your Bureau/Office Telework Coordinator. Please retain this email for your records.

Notice of Annual Recertification Requirement: Consistent with Departmental policy, telework agreements must be recertified on an annual basis to verify that the arrangement is still effective and in the best interest of the Agency. You will receive an automated email reminding you of this requirement the month before the one-year anniversary of the agreement.

Changes to Telework Agreement: If at any time, you decide to voluntarily withdraw from telework or request a different form of telework, you can click the Telework Form button below to update the form.

Figure 18: Approved Email-Employee
19. If you want to terminate your telework agreement, simply click on the Employee-Initiated Termination button below (Figure 19) and submit the agreement to your supervisor who will approve the request.

![Figure 19: Employee Initiated Termination](image1)

20. Consistent with the Departmental telework policy, telework agreements must be reviewed and recertified annually. Accordingly, you will receive an email notification 37 days before the one-year anniversary your telework agreement was approved (Figure 20). If you neglect to submit your new telework agreement, the same notification email will be sent to you one week before the one-year anniversary date. If you fail to submit your telework agreement for review and recertification before the one-year anniversary date, your telework arrangement will be terminated.

![Figure 20: Annual Reminder Email](image2)
For more information regarding the Departmental telework program policy, please visit the Department’s telework resources pages available at https://www.doi.gov/telework or on the Human Capital Crossroads intranet site.

If you have any questions, please contact your Bureau/Office Telework Coordinator.