



Telework Program

2010 Federal Employees Week



Agenda

- Overview
- What is Telework – As defined by OPM
- Where can I Telework
- What is the Process
- Who is Involved
- Benefits
- Eligibility
- Other Factors
- Suitable Work
- Local Policy

Overview

- OPM and the General Services Administration (GSA) work together to support telework in Federal agencies.
- The joint OPM/GSA Website www.telework.gov provides information to agencies, managers, and employees about how to effectively implement telework programs and arrangements.
- OPM and GSA also work directly with telework coordinators in each agency to provide guidance and assistance.

What Is Telework

- OPM defines telework as “work arrangements in which an employee regularly performs officially assigned duties at home or other work sites geographically convenient to the residence of the employee.”
- Regular/Recurring
- 1 or 2 days per week
- Less than once a week

Where can I Telework

- Home
- Federal Telecommuting Centers
- For Further information on Federal Telecommuting Centers: www.TeleWork.gov

What is the Process

- Employees
 - Complete Telework Application and Agreement
 - Complete the Telework Safety Checklist, for home location
 - Submit application to supervisor
- Supervisor
 - Review application
 - Review eligibility criteria

Who is Involved

- Employees
- Supervisors
- DOIM
- Approving Officials
- CPAC

Benefits

- Employer

- Increases Workforce Retention
- Reduces Overhead/Occupancy Costs
- Promotes Job Satisfaction
- Accelerates employees return from disability

- Employee

- Reduces Commuting Time
- Improves Quality of Life
- Saves Money

Eligibility

- Position must have sufficient duties or work that can suitably be performed at an alternate site
- Current Performance rating “Meets Expectations”
- Signed Telework Agreement and Safety Checklist

Other Factors

- Conduct
- Attendance
- Office Coverage
- Supervision
- Immovable Material
- Organization and Time Management Skills
- Equipment/Resources
- Required Contacts

Types of Suitable Work

Suitable Work

Writing

Analysis

Telephone-Intensive Task

Computer Oriented Task

Unsuitable Work

Computer Help Desk

Motor Vehicle Operator

Receptionist

Mail/Message Delivery

Equipment Repair

Files Maintenance

Local Policy

- Reviewed on a case-by-case basis
- Normally used to accommodate on-the-job injury cases.
- Guidance used: TRADOC Regulation 600-18, DoD Telework Policy
- Supervisors: Determine positions that are eligible; approve/disapprove requests; and ensure that employee completes a telework agreement