

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P.O. Box 2946
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CENWP-HR
Regulation
No. 690-1-2

10 December 2002

Civilian Personnel
TELEWORK PROGRAM

History. This issue is a new Portland District regulation.

Summary. This regulation covers the policies and procedures for implementing the Telework Program for the Portland District (NWP).

1. APPLICABILITY. This regulation is applicable to all employees of the Portland District (NWP), United States Army Corps of Engineers. Bargaining unit employees are subject to the provisions of the appropriate negotiated labor agreement. If provisions of the labor agreement conflict with this regulation in any area, the labor agreement will govern.

2. PURPOSE. This regulation implements the requirements of Section 359 of Public Law No. 106-346 (reference 3a.), which requires each Executive Agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible without diminished employee performance. In implementing P.L. No. 106-346, and in conjunction with DoD Telework policy, (reference 3b.), this District policy is designed to actively promote telework as a legitimate tool for managers and their employees within the Portland District, and to:

- a. Reduce traffic congestion and decrease energy consumption and pollution emissions.
- b. Improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life.
- c. Enhance the District's efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems, or who might otherwise have to retire on disability.
- d. Promote the Corps as an employer of choice.
- e. Reduce office space.
- f. Allow a potential reasonable accommodation for an employee with a disability in accordance with reference 3d.

3. REFERENCES.

- a. Section 359 of Public Law No. 106-346.
- b. Department of Defense Telework Policy. <http://www.telework.gov/dodpolicy.htm>
- c. Department of Defense Telework Guide. <http://www.telework.gov/dodguide.htm>
- d. USD (P&R) Memorandum dated February 26, 1999, "Special Work Arrangements as Accommodations for Individuals with Disabilities."
- e. NWDOM 690-1-3, Telework Program.
- f. Commander's Policy Memorandum #9, CEHR-D, dated 24 January 2002, Subject: Quality of Worklife Flexibilities.
- g. Chief of Staff Telework Memorandum, dated 1 March 2002.
- h. AR 25-1 (The Army Information Resources Management Program).
- i. AR 380-19 (Information Systems Security).

4. DEFINITIONS.

- a. Telework: any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring or on an ad hoc basis.
- b. Ad hoc telework: approved telework performed on an occasional, one-time, or irregular basis. It is not considered telework when an employee is on official travel. (Telework of less than one day per pay period is considered ad hoc.)
- c. Regular and recurring telework: an approved work schedule where eligible employees regularly work one day per biweekly pay period or more at an alternative worksite.
- d. Alternative worksite: a place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telecenter, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers.
- e. Telework center: an approved worksite facility established by private sector organizations or governmental agency for use by teleworkers.
- f. Telework agreement: a written agreement, completed and signed by an employee and appropriate official(s) in his or her organization that outlines the terms and conditions of the telework arrangement (Appendix A).
- g. Traditional worksite: the location where an employee would work absent a telework arrangement.

h. Residential telework: an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

5. TELEWORKER RESPONSIBILITIES. Those employees who telework are responsible for:

- a. Carrying out the Corps' mission at the alternative work site.
- b. The security of all official information related to duties.
- c. The protection of any Government-furnished equipment and property.
- d. The installation, repair and maintenance of all personally owned equipment used while on duty.
- e. Any operating costs associated with using his or her personal equipment and residence at an alternative worksite. This includes home maintenance, insurance, and utilities.
- f. Satisfactorily completing all assigned work.
- g. Ensuring that dependent care and other personal responsibilities do not interfere with the scheduled work time or the accomplishment of assigned work.
- h. Maintaining a safe work environment.
- i. Reporting any accident or injury incurred while on duty immediately to his/her supervisor.
- j. Coordinating absences from the alternative work site with his/her supervisor at the earliest time practicable.
- k. Transporting Government-owned equipment to and from home for use and repair/maintenance.

6. POLICY STATEMENT. It is the Portland District's intent to comply with all higher headquarters telework policy and guidance. All statements made in this policy are in addition to those policies and guidance. It is Portland District policy that:

- a. The appropriate number of positions will be identified as eligible for regular and recurring or ad hoc telework.
- b. The maximum number of employees in those designated positions who exhibit characteristics suitable for telework will be identified as eligible.

c. All eligible employees in eligible positions will be permitted to telework on at least an ad-hoc basis.

d. An employee who teleworks must sign a telework agreement prior to commencement of teleworking.

e. A telework arrangement is not a right and may be terminated at will by either the employee or the supervisor.

f. Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

g. Overtime provisions that apply to employees working at a traditional worksite apply to employees who telework.

h. The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

i. The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. For work-at-home arrangements, the employee is required to designate one area in the home as the official workstation. The Government's potential exposure to liability is restricted to this official workstation for the purposes of telework. Each employee with an approved Telework Agreement for work-at-home telework must sign a safety checklist that proclaims the home safe.

j. Employees who telework continue to be bound by the Department of Defense standards of conduct while working at the alternative work-site.

7. DETERMINING ELIGIBILITY. In order for a person to participate in the telework program, both the person and the particular position that person occupies must be deemed suitable for teleworking.

a. Individuals responsible for determination. The employee's immediate supervisor and Division/Office Chief will make the determination as whether the position and the employee are suitable for telework. Management will determine on an annual basis those positions and employees within their organization that are eligible for participation and those employees currently participating in the program. A list of those positions and employees deemed eligible and participating will be provided to the CENWP-HR office as requested.

b. Positions eligible for telework. Those involving tasks and work activities that are portable, do not depend on the employees being at the traditional worksite, and are conducive to supervisory oversight at the alternative worksite.

(1) Positions shall not be excluded as eligible on the basis of occupation, series, grade or supervisory status.

(2) Positions shall be excluded from eligibility if the costs associated with initiation or maintenance of a specific telework agreement outweighs the short and/or long term benefits of the specific telework agreement.

(3) In determining which positions will be eligible for telework, management will consider, but not be limited to, the following criteria:

(a) Knowledge requirements. Does the job require input from others that is only available at the office?

(b) Contact requirements. Can contact be adjusted to allow for telephone communications or can such contact be conducted at the office during onsite workdays?

(c) Reference materials. Are resources available through computer access or available for temporary use offsite?

(d) Special equipment requirements. Can the job be performed without ready access to photocopiers, facsimile machines, or other specialized equipment?

(e) Travel requirements. Can travel be scheduled beginning at home/alternate work site rather than from the main office?

(f) Security requirements. Can tasks be performed at home/alternate work site that do not violate security procedures?

c. An employee suitable for telework. An employee who has demonstrated personal characteristics suited to telework. Such personal characteristics must include, but not be limited to:

(1) A proven record of high personal motivation.

(2) The demonstrated ability to prioritize work effectively and utilize good time management skills.

(3) A proven or expected minimum performance rating of 2 or better on his/her last performance appraisal.

(4) Demonstrated dependability and responsibility.

d. Probationary Status. Probationary status employees generally would not be eligible for extensive telework. Probationary status implies that the employee's performance is monitored daily for acceptable standards by a supervisor.

8. TELEWORK APPLICATION PROCESS.

a. Telework agreements must be signed by the employee and supervisor. If the position and employee are determined to both be suitable for recurring or ad hoc telework, appropriate copies of the agreement will be provided to the supervisor(s), the employee and the civilian personnel telework coordinator.

b. Teleworkers who work from a residential or other alternate work site must complete and sign a safety checklist (Appendix B).

c. Prior to regular and recurring telework beginning for the applicant, both the supervisor and the employee will participate in a web based or video telework orientation and training session.

9. TELEWORK PARTICIPATION.

a. The supervisor or employee may terminate participation of the employee in the telework program. Upon receipt of the notice of participation termination, the employee and supervisor are to make arrangements for the employee to work at the traditional work place within ten days.

b. It is management's responsibility to ensure that the teleworking employee's absence does not entail a burden upon staff remaining at the traditional worksite. Management will distribute workloads appropriately to the mutual benefit of the organization and employees.

c. The immediate supervisor of any regular recurring teleworking employee will perform an analysis of the benefits the telework program provides to the organization and the teleworking employee. The results of these annual analyses will be compiled into a report and maintained by the supervisor for statistical reporting requirements. The following are measurable benefits the supervisor may record, but are not limited to:

- (1) Changes in productivity.
- (2) Changes in employee morale.
- (3) Reduction in office space and/or utilities.
- (4) Changes in expenditures and benefits.

d. Employees who participate in the district's telework program on a regular and recurring basis should have telework performance objectives added to DA Form 7222-1 or 7223-1, and included in the employee/supervisor agreement. Telework performance objectives will be based upon a results-oriented approach and will reflect the expected quantity and quality of work products.

e. During teleworking hours, the employee will make the employee's teleworking area available for supervisor inspection.

f. Employees who telework must be available with an hour's notice to work at the traditional work site on scheduled telework days based on operational or mission requirements.

g. The employee's official duty station for purposes of salary rates, locality pay adjustments, and travel will be determined by where the majority of the employees work is actually performed. For example, if 51% of the employee's duties are performed in the locale of the alternative worksite, then the employee's official duty station will be considered as the area the alternative worksite is located in.

h. Telework agreements can be made for a period of up to one year. The telework agreement can be reviewed for modification, termination, or renewal at any time at the request of either the employee or supervisor(s).

i. The telework agreement will be reviewed for needed modification, termination, or renewal during the employee's annual performance review.

10. ALTERNATIVE WORKSITES.

a. The Portland District Corps of Engineers may advocate the use of telework centers by teleworking employees. The environment of a teleworking center is more easily controlled by the user and the organization in comparison to a residential worksite. A controlled environment:

- (1) Presents fewer distractions.
- (2) Promotes greater work output.
- (3) Can maintain ergonomic and physical safety.
- (4) Allows for the use of DOD property.
- (5) Allows for some social contact with other users of the telecenter.
- (6) May allow for public contact.

(7) May be viewed as a compromise between an employee who may not otherwise be allowed to telework because of reservations held by his/her supervisor.

11. COST RESPONSIBILITY.

a. While teleworking, the employer organization where the employee is assigned will fund all costs from the respective operating budget during the performance of the employee's official duties.

b. Costs that will not be paid by the employer may include but not be limited to: home utilities, renovation of space and additional electrical outlets, and transportation of equipment to and from the residential worksite. The employer will not purchase office furniture unless hand receipted.

12. SECURITY. Portland District telework policy will comply with current District security and information technology policies. In addition:

a. Employees who telework may be approved by the Component Designated Approving Authority (DAA) to use their personal computers and equipment for work on non-sensitive, unclassified data consistent with DoD policy. All off-site computers used for Government work must have virus protection software installed and must be kept current.

b. Providing and/or installing Government-furnished equipment at alternative worksites is a matter for determination by the DAA in each Component. DoD remote access software may be installed onto Government-furnished computers to enable access to DoD systems and networks.

c. All files, record, papers, or machine-readable materials created while teleworking are the property of the Department of Defense.

d. Teleworking employees will ensure that records subject to the Privacy Act are given the appropriate physical, administrative, and technical safeguards to protect security and confidentiality of such records.

e. Classified documents are not to be taken by teleworkers to alternative worksites.

FOR THE COMMANDER:

2 Appendices
App A : Telework Agreement
App B : Safety Checklist


VICKIE L. ASHENBRENNER
Executive Assistant

DISTRIBUTION:
All Employees

APPENDIX A

**TELEWORK AGREEMENT
PORTLAND DISTRICT, U.S. ARMY CORPS OF ENGINEERS**

The following constitutes the terms and conditions of the telework agreement between the employee and the Department of Defense Component listed below.

Employee:

Last Name: First Name: M.I.:

Position:

Title: Pay plan, Series, and Grade:

Primary reason for teleworking:

Supervisor:

Last Name: First Name: M.I.:

The employee listed above has been authorized to telework.

Ad Hoc Regular Recurring

The position above has been approved as suitable for telework.

Yes No

Number of Days in Biweekly Pay Period Employee is Authorized to Telework (Regular Recurring only):

The telework arrangement covered by this Agreement will commence on:
Day/Month/Year:

Official Duty Station

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is :

Alternative Worksite

The employee's alternative worksite is:

- Home Office
- Other approved worksite

Location of home office or work area:

Address/Street:

City:

State:

Zip Code:

Contact information for home office or work area:

Phone:

Fax:

E-mail:

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per two-week period.

The employee is approved to telework from the approved alternative worksite the following days indicated:

DAY OF PAY PERIOD	CLOCK TIME		LUNCH PERIOD	TOTAL HOURS WORKED PER DAY
	ON	OFF		
SUN**				
MON				
TUES				
WED				
THURS				
FRI				
MON				
TUES				
WED				
THURS				
FRI				

** Start of the pay period.

*The signers below agree to the requirements of the Portland District teleworking policy.
 (Print this document and complete it by entering the signatures below)*

Signatures

Employee: _____ . Date: _____ .

Supervisor: _____ . Date: _____ .

A copy of this completed and signed agreement must be provided to the employee, the employee's immediate supervisor, and the Portland District Civilian Personnel Advisory Center.

APPENDIX B

Safety Checklist

SAFETY CHECKLIST

PORTLAND DISTRICT TELEWORK PROGRAM

The following checklist is designed to assess the overall safety of the residential worksite. The participating employee should complete the checklist, sign and date it, and return it to his or her supervisor, and the Civilian Personnel Office while retaining a copy for his or her own records.

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? **Yes** [] **No** []

2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)? **Yes** [] **No** []

3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)? **Yes** [] **No** []

4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? **Yes** [] **No** []

5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways? **Yes** [] **No** []

6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard? **Yes** [] **No** []

Employee's Signature _____ **Date:** _____