

TELEWORK AGREEMENT (CONT'D)

OTHER APPROVED ALTERNATIVE WORKSITE

Address

Phone Number

Fax Number

E-Mail Address

CHANGES TO TELEWORK ARRANGEMENT

1. Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by employees to change their scheduled telework day in a particular week or biweekly pay period should be accommodated by supervisors wherever practicable, consistent with mission requirements.
2. A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

WORK-AT-HOME TELEWORK

1. It is the responsibility of employees to ensure that a proper work environment is maintained while teleworking.
2. Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. Employees agree to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this Telework Agreement.
3. For work at home arrangements, employees are required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.
4. Employees acknowledge that telework is not a substitute for dependent care.
5. The Government is not responsible for any operating costs that are associated with employees using their personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

TELEWORK AGREEMENT (CONT'D)

OFFICIAL DUTY STATION

Employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____.

The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

TIME AND ATTENDANCE, WORK PERFORMANCE AND OVERTIME

1. Time spent in a teleworking status must be accounted for and reported in the same manner as if employees reported for duty at the traditional worksite.
2. Employees are required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and per standards and guidelines in the employee's performance plan.
3. Employees agree to work overtime only when ordered and approved by supervisors in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

SECURITY AND EQUIPMENT

1. No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. Employees are responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of Department of Navy (DON) at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government furnished equipment.
2. Where employees have been approved by the Component Designated Approving Authority (DAA) to use their personal computers and equipment for telework on non-sensitive unclassified data, remote access software must not be loaded into employee's personal computers for official purposes. Employees are responsible for the installation, repair and maintenance of all personal equipment.
3. The activity is responsible for the maintenance of all Government-furnished equipment. Employees may be required to bring such equipment into the office for maintenance. Employees must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the activity's request.

TELEWORK AGREEMENT (CONT'D)

LIABILITY AND INJURY COMPENSATION

1. The Government is not liable for damages to employee's personal or real property while employees are working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.
2. Employees are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. Employees agree to notify supervisors immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

STANDARDS OF CONDUCT

Employees acknowledge that they continue to be bound by the DON standards of conduct while working at the alternative worksite and using Government-furnished equipment.

MILEAGE SAVINGS

Employees estimate that the telework arrangement will result in a reduction of approximately ____ miles traveled in commuting per week.

TERMINATION OF THE TELEWORK AGREEMENT

This telework agreement can be terminated by either employees or their supervisors by giving advance written notice. Management shall terminate the Telework Agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

DATE OF COMMENCEMENT

The telework arrangement covered by this agreement will commence on

_____.

SIGNATURES AND DATE

Employee	Date
Supervisor	Date