Environmental Management Consolidated Business Center (EMCBC)

Subject: EMCBC Procedures on DOE-Flex (Telework)

Implementing Procedure

APPROVED: *(Signature on File)*
EMCBC Director
ISSUED BY: Office of Human Resources

1.0 PURPOSE

The purpose of this Implementation Procedure is to establish the requirements and responsibilities for the telework program. The goals of the program are to reduce energy consumption and emissions by avoiding commuting to work, improve employee's work life, balance work life needs, and ensure continuity of operations during emergency situations without sacrificing productivity.

2.0 SCOPE

The scope of this procedure is to establish the review, decision, notification, and work accomplishment procedures for DOE-Flex.

3.0 APPLICABILITY

All full-time and part-time permanent EMCBC Federal staff members are eligible to participate, with limitations. Non-supervisory, full-time staff members, with current performance ratings of at least meets expectations, are eligible to participate in routine, medical, and situational telework. New employees with no current performance rating are assumed to be at meets expectations until they receive their first performance review. Those working 4 10-hour days per week may request one telework day per pay period under the Routine telework schedule; those working the standard 8-hour days or the 5/4-9 may request one telework day per week under the Routine telework schedule. Upon supervisory approval, employees may work more than one day a week under a Situational Telework schedule. Part-time staff members and supervisors are eligible to participate in medical and situational telework only. All steps for the employee DOE-Flex package (Section 5.7) and training (Section 5.15) must be followed. This procedure may be adopted by Service Level Agreement (SLA) sites, at their discretion.

4.0 REQUIREMENTS & REFERENCES

4.1 Requirements

4.1.1 Section 359 of Public Law 106-346

4.1.2 Telework Enhancement Act of 2010, Public Law 111-292

4.2 References

4.2.1 Continuity of Operations Plan (COOP), PL-471-01, Rev. 3

4.2.2 Continuity Programs, DOE O 150.1

4.2.3 EMCBC Policy on DOE-Flex, PS-322-02, Rev. 5

4.2.4 U. S. Department of Energy Desk Reference on DOE-Flex, July 2011

4.2.5 The Office of Personnel Management (OPM) and the General Services Administration (GSA) joint web site on Telework

4.2.6 DOE Employee Performance Management and Recognition Program, DOE O 331.1C

4.2.7 Federal Employees Compensation Act (FECA), 20 CFR Part 10

4.2.8 OPM Agency Guidance – Human Capital Management Policy for a Pandemic Influenza

4.2.9 OPM Memorandum, Subject: HR Flexibilities Available to Assist Federal Employees Affected by Severe Weather Emergencies and Natural Disasters, August 30, 2006

4.2.10 Flexiplace Accomplishment Tracking End User Guide

5.0 DEFINITIONS & ACRONYMS

5.1 Alternative Worksites: Places away from the official duty station that have been approved for the performance of officially assigned duties. It may be an employee's home or other approved designated worksite including another Federal facility, etc.

5.2 Compressed Work Schedule (CWS): An 80-hour bi-weekly basic work requirement which is scheduled for less than ten workdays. The CWSs approved for use are the 5/4-9 and 4/10.

5.3 Continuity of Operations Plan (COOP): A plan to ensure that the capability exists to continue essential EMCBC functions across a wide range of emergencies. COOP capability is intended to be short-term; it must be functional within 12 hours and may last up to 30 days.

5.4 DOE-Flex: Is the name of DOE's telework program.

5.5 Emergency or Continuity Emergency Response Group (CERG): Key personnel identified by management to perform essential functions during an emergency or continuity situation.

5.6 DOE-Flex Medical: An approved DOE-Flex arrangement designed for the continued accomplishment of employer work during a definitive period of confinement,

rehabilitation, and/or recuperation from a serious illness or injury and may be a full-time and/or part-time arrangement. This arrangement is appropriate for the employee's medical condition or that of a family member when the employee is expected to provide care for the family member throughout the period and not on an intermittent or periodic basis, and does not affect the employee's ability to perform his or her regular work assignment at an alternative worksite. Examples of conditions covered are maternity leave, convalescence from a short-term injury or illness, etc.

5.7 DOE-Flex Package: Consisting of the DOE-Flex Application, IP-322-03-F2, (Attachment B); the DOE-Flex Agreement, IP-322-03-F3, (Attachment C); or One-Time DOE-Flex Agreement, IP-322-03-F4, (Attachment D); and Self-Certification Safety Checklist, IP-322-03-F5, (Attachment E) completed and signed by an employee and appropriate EMCBC management official(s) that outlines the terms and conditions of the DOE-Flex arrangement (attachments are available on the EMCBC Services forms page).

5.8 DOE-Flex Routine: An approved work schedule where employees work on a regular, recurring schedule one-day a week or one day per pay period at an approved alternative worksite. A routine telework arrangement may be in effect indefinitely as long as the employee's duties and/or responsibilities do not change significantly, but is subject to periodic review and recertification at least annually. Reasons for routine DOE-Flex arrangements are non-medical and include reductions in office space and associated costs; periods when the traditional worksite is not usable (e.g. during office renovation or an emergency); and reductions in energy costs associated with commuting, etc.

5.9 DOE-Flex Situational: An approved DOE-Flex arrangement performed at an approved alternative worksite on an occasional, one-time, or irregular basis. This arrangement enables employees who, at infrequent times, have to work on special assignments, prepare comprehensive reports, planning tasks, or other work related projects of a specific limited duration. Situational arrangements normally should not occur more than one-day per week for non-emergency situations, however weather related occurrences or emergency situations could necessitate additional days of DOE-Flex situational occurring within a week. Approval/ disapproval of additional days are required by the EMCBC Director/Deputy Director or by the employee's supervisor.

5.9.1 Attachment D, One-Time DOE-Flex Agreement, is used for one specific assignment only for a limited duration. This form is not needed if an employee is currently on a Situational Telework agreement.

5.10 EMCBC DOE-Flex Program Coordinator: Office of Human Resources (HR) staff member who has program responsibility, i.e. initiating and maintaining local program, issuing local guidance, maintaining records on all applicants, and provides advice and assistance.

5.11 Flexiplace Accomplishment Tracking (FAT) system: A database utilized to track work tasks and accomplishments during periods of telework, and the mechanism for requesting approval to work under an already approved Situational Telework

Agreement. The Flexiplace Accomplishment Tracking End User Guide can be found on the cbcintranet under Manuals or at http://cbcintranet/manuals/.

5.12 Immediate Supervisor: Employee's leave approving official.

5.13 Portable Work: Work that can be successfully accomplished away from the official duty station at an alternative worksite.

5.14 Springdale Telework Center: An approved EMCBC alternative worksite located at Tri-view Financial Center, 110 Boggs Lane, Springdale, OH 45247. The telework center has a limited amount of cubicles and offices, supplied with the necessary computer, telephone and related office equipment. This space is separate from the space dedicated to the Springdale office facility for records management purposes, Source Evaluation Boards and other ongoing routine activities.

5.15 Telework Training: All employees and their respective supervisors must complete the OPM/GSA on-line training at www.telework.gov, and employees must complete online training provided by the Office of Information Resource Management (IRM) prior to signing the initial telework agreement. A certificate of completion is proof of successful completion of the OPM/GSA training. IT training provided by IRM is not required for employees located at sites that do not have access to the EMCBC Intranet.

6.0 RESPONSIBILITIES – See Section 12.0 Flowchart

6.1 EMCBC Director/Deputy Director

6.1.1 Establishes the EMCBC Telework Policy.

6.1.2 Approves or disapproves the DOE-Flex Medical and Situational Applications, and extensions thereof, in writing. (See 7.9)

6.1.3 Approves or disapproves extensions of one-day or more for Situational Telework.

6.1.4 Provides a brief written rationale to employee of reason for any disapproval.

6.2 Immediate Supervisor

6.2.1 Completes on-line manager training via the joint OPM-GSA website http://www.telework.gov/ and provides Completion Certificate to EMCBC DOE-Flex Program Coordinator. Note: course needs to be taken only once prior to entering into a telework agreement with any subordinate.

6.2.2 Requires certificate from employee for completion of telework training via the joint OPM-GSA website http://www.telework.gov/courses at time of employee's submission of initial telework package.

6.2.2.1 Provides each employee's certificate with the telework package to the EMCBC DOE-Flex Program Coordinator.

6.2.3 Ensures that all employees have been issued a telework notice.

6.2.3.1 Issues a new notice when an employee's assignment changes significantly, as evidenced by a new or revised performance plan with different critical elements.

6.2.4 Ensures completion of EMCBC IT Telework training prior to concurrence or approval of telework package.

6.2.5 Concurs or nonconcurs with the request for Medical or Situational telework, and extension thereof, in writing, within five (5) business days of receipt. (See 7.9)

6.2.5.1 If concurs, forwards the request to the EMCBC DOE-Flex Program Coordinator for the EMCBC Director's/Deputy Director's approval or disapproval, within five (5) business days of receipt.

6.2.5.2 Returns any nonconcurred Medical or Situational telework package to employee with a brief written rationale for nonconcurrence, for employee's reconsideration and resubmission within five (5) business days of receipt.

6.2.5.3 If concurs after resubmission, forwards the request to the EMCBC DOE-Flex Program Coordinator for the EMCBC Director's/Deputy Director's approval or disapproval, within five (5) business days of receipt.

6.2.5.4 If nonconcurs after resubmission, forwards the package with brief written rationale for nonconcurrence to the EMCBC DOE-Flex Program Coordinator for the EMCBC Director's/Deputy Director's approval or disapproval, within five (5) business days of receipt. (See 7.9)

6.2.5.5 Telework packages as a part of requests for Reasonable Accommodation will be approved/disapproved by the EMCBC Deputy Director

6.2.6 Approves or disapproves DOE-Flex Routine telework packages, and extensions thereof, in writing, within five (5) business days of receipt. (See 7.9)

6.2.6.1 If approves, forwards the request to the EMCBC DOE-Flex Program Coordinator within five (5) business days of receipt.

6.2.6.2 Returns any disapproved Routine telework package to appropriate employee with a written rationale for disapproval, within five (5) business days of receipt, for employee's reconsideration and resubmission.

6.2.6.3 If approves after resubmission, forwards the request to the EMCBC DOE-Flex Program Coordinator, within five (5) business days of receipt.

6.2.6.4 If disapproves after resubmission, forwards the package with written rationale for disapproval to the EMCBC DOE-Flex Program Coordinator within five (5) business days of receipt. (See 7.9)

6.2.7 Maintains a copy of all approved telework packages and extensions in the Supervisor's Personnel File under File Code ADM 01-18-A, and provide a copy, without medical documentation, to the applicable timekeeper. Information in the Supervisor's Personnel Files is sensitive and must be protected accordingly.

6.2.8 Provides the original telework packages, extensions, and change in alternative designated worksite forms to the EMCBC DOE-Flex Program Coordinator.

6.2.9 Analyzes, evaluates and forwards signed DOE-Flex package to the EMCBC DOE-Flex Program Coordinator within five (5) business days of receipt of package from requesting employee.

6.2.10 Notifies timekeeper and EMCBC DOE-Flex Program Coordinator in writing of early termination of telework agreement. (See 7.9)

6.2.11 Ensures employees do not telework before all training has been completed and without an approved telework package.

6.2.12 Approves or disapproves extensions of one-day or more for Situational Telework.

6.2.13 Approves or disapproves, in the FAT system, specific days to work under an already approved Situational Telework package, and copies timekeeper on approval/disapproval.

6.2.14 Ensures that any DOE-Flex employees working on Personally Identifiable Information (PII) complete the EMCBC's CyberSecurity training prior to teleworking.

6.2.15 Establishes with employee the level of detail to be used when utilizing the FAT system.

6.2.16 Approves or disapproves Change in Alternative Designated Worksite for DOE-Flex Agreement form, IP-322-03-F7, for Routine telework, and concurs or nonconcurs on Medical and Situational telework.

6.2.17 Identifies CERG employees and provides to COOP Coordinator, Office of Technical Support and Asset Management.

6.2.18 Ensures CERG employees have an approved Situational Telework package in place for emergency situations.

6.2.19 Requests approval for himself/herself to work on a Situational or Medical (but not Routine) telework agreement by submitting package to the EMCBC DOE-Flex Program Coordinator for the EMCBC Director's/Deputy Director's approval or disapproval. All steps for employee package and training (Section 5.7) must be followed.

6.3 EMCBC, Office of Human Resources, DOE-Flex Program Coordinator

6.3.1 Maintains local EMCBC Telework Policy.

6.3.2 Ensures that updated telework forms are provided to appropriate individual for posting on the EMCBC Services forms page.

6.3.3 Reviews telework packages and notifies employee and supervisor of any incomplete requirements for teleworking that have been submitted, and provides advice/support for completing them correctly.

6.3.4 Provides guidance and assistance to supervisors, timekeepers, and employees, as needed.

6.3.5 Provides Medical and Situational telework requests to the EMCBC Director/Deputy Director for final approval/disapproval.

6.3.6 Provides employee and supervisor a copy of approved/disapproved telework packages.

6.3.7 Establishes and maintains the official telework files, including the following:

6.3.7.1 Certificates of Completion of Telework on-line training from each employee and supervisor of subordinate employee participating in DOE-Flex (prior to beginning telework schedule).

6.3.7.2 EMCBC Telework Notice, IP-322-03-F1, (Attachment A).

6.3.7.3 Original approved and disapproved DOE-Flex Application, IP-322-03-F2, (Attachment B); DOE-Flex Agreement, IP-322-03-F3, (Attachment C); One-Time DOE-Flex Agreement, IP-322-

03-F4, (Attachment D); Self-Certification Safety Checklist, IP-322-03-F5, (Attachment E); Extension to DOE-Flex Agreement, IP-322-03-F6, (Attachment F); and Change in Alternative Designated Worksite for DOE-Flex Agreement forms, IP-322-03-F7, (Attachment G).

6.3.8 Reports telework data annually, for all serviced organizations, to DOE Headquarters in the Call for Telework Data, as well as any other periodic requests for similar data.

6.4 Office of Information Resource Management

6.4.1 Maintains the telecommuter training via Moodle for employees to access and complete prior to submitting the initial telework package.

6.4.2 Maintains the FAT system on line for easy access and use by teleworking employees and supervisors.

6.5 Employees

6.5.1 Discuss the work requirements, skills, and suitability of an alternative workplace situation with immediate supervisor prior to submitting application.

6.5.2 Performs all of the following:

6.5.2.1 Completes on-line Employee Telework Training at the joint OPM-GSA website http://telework.gov and includes certificate of completion with initial telework package.

6.5.2.2 Completes EMCBC IT Telework training (if required) prior to submitting the initial telework package.

6.5.2.3 After receiving notice of eligibility to apply for telework, secures the current EMCBC DOE-Flex forms from the EMCBC Services forms page.

6.5.2.4 Completes all written requirements.

6.5.2.5 Submit the completed telework package to his/her immediate supervisor at least ten (10) workdays prior to requested effective date.

6.5.3 Once training is completed and have received notification that teleworking is approved, employee will in accordance with approved plan:

6.5.3.1 Request approval to Situational telework on specific days through the FAT system. If supervisor is out of the office employee is

responsible for notifying the designated supervisor by e-mail for approval.

6.5.3.2 Satisfactorily complete all assigned work as agreed upon with supervisor and according to standards and guidelines in the employee's performance plan.

6.5.3.3 When performing telework, work accomplishments and type of telework (Routine, Medical, and Situational) will be documented in the FAT system prior to close of business. Supervisors have the discretion to waive this requirement when telework is accomplished at an alternative DOE location (e.g. Springdale).

6.5.3.4 Properly document days of telework on his/her daily Time and Attendance record in the Automated Time Attendance and Production System (ATAAPS) (Attachment H).

6.5.3.5 Make every attempt to overlap current telework arrangements (e.g., Situational and Routine) to minimize days away from the official duty station (e.g. employee Routine teleworks one day a week and submits a Situational Telework package to telework one day per week due to medical appointments).

6.5.3.6 Secure all official information, and protect any issued DOE equipment and property. Notify supervisor and security of any loss or compromised information, and IRM of lost or broken DOE equipment.

6.5.3.7 Notify supervisor, timekeeper and EMCBC DOE-Flex Program Coordinator in writing of early termination of telework agreement.

6.5.3.8 Adhere to all terms of the telework agreement, including ensuring that no child or dependent care is being conducted while on telework.

6.5.3.9 Ensure that teleworking is not accomplished after the expiration date of the agreement unless an extension (Attachment F) is requested and approved prior to the expiration of the agreement or a new agreement is submitted and approved.

6.54 During mid-year and annual performance reviews, supervisors and employees will review telework agreements and notices and make appropriate changes. Significant changes in work duties or in supervisors will necessitate new telework agreement(s), and possibly a new notice.

6.5.5 Complete a Change in Alternative Designated Worksite for DOE-Flex Agreement form, IP-322-03-F7 (Attachment G) and a new Self-

Certification Safety Checklist, IP-322-03-F5 (Attachment E) when an employee's alternative worksite changes.

6.5.6 Employees identified by supervisor as a CERG employee will ensure that an approved Situational telework arrangement is approved for the duration of the CERG status.

6.5.7 Notifies the supervisor immediately of any accident or injury at the alternative designated worksite, provides details of the accident or injury and completes the DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

6.6 Timekeeper

6.6.1 Maintains a copy of each telework package under file code ADM 02-07, and ensures that telework is properly documented on the timecard. **Timekeepers may not have access to any medical documentation associated with a telework package. Any medical documentation received will be returned to the supervisor.**

6.6.2 Verifies telework accomplishments have been completed in the FAT system for days coded as telework, when necessary, and prints report to submit to supervisor for review upon T&A certification.

6.7 Office of Technical Support and Asset Management Continuity of Operations Planning (COOP) Coordinator

6.7.1 Provides EMCBC DOE-Flex Program Coordinator with a current list of COOP Continuity Emergency Response Group (CERG) employees.

7.0 GENERAL INFORMATION

7.1 Employees are not eligible to telework if they have been officially disciplined for one of the following and for the period of time the action is documented in the official personnel file:

7.1.1 Being absent without permission (AWOL) for any part of a day for more than 5 days and/or officially disciplined for more than 5 days for being AWOL in any calendar year, or

7.1.2 Violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties.

7.2 Employees must have a current annual performance rating of "meets expectations" or higher to be eligible for participation and continued participation in the DOE-Flex program. New employees are assumed to be at a "meets expectation" level until they are notified otherwise by the supervisor (e.g.

performance counseling session, progress review, annual rating). Additionally, they must have portable work and not be under sick leave restriction, or on a Performance Assistance Plan (PAP) or a Performance Improvement Plan (PIP). The only exclusion to above requirements is in the case of Situational telework for a pandemic event.

7.3 DOE-Flex application, IP-322-03-F2, (Appendix B) will clearly describe the reason and need for requesting DOE-Flex and additional information on when, where, and how the DOE-Flex will be performed. The request must clearly articulate the advantage and value that telecommuting will add to the EMCBC in accomplishing its mission and strategic goals, (e.g., program improvements, cost reductions, improved timeliness and/or improved customer or advisory services, energy savings, reduction in costly building space).

7.4 The existing rules on tour of duty apply to DOE-Flex employees. Telework will be performed during an employee's regularly scheduled work hours unless supervisory approval is received in advance. Management determines the employee's work schedule including the days and times that the employee will work at their official duty station and/or their DOE-Flex alternative work site. Overtime provisions that apply to employees working at the official duty station apply to employees on a DOE-Flex agreement.

7.5 Supervisors reserve the right to require employees to report to the official duty station on scheduled telework days, based on operational requirements.

7.6 For those instances where a holiday falls on the employees approved telework day, the telework day will be the day prior to the holiday, if approved by the immediate supervisor. If the approved telework day and holiday fall on Monday, the telework day will be the following Tuesday, if approved by the immediate supervisor. Deviations to this schedule may be made by the supervisor on a case-by-case basis.

7.7 More than one type of telework agreement may be in place for a particular employee. For example, an employee may request a Routine telework agreement plus a Situational telework agreement for things such as hazardous weather conditions. The same employee may also request a Medical telework agreement for the time period during which a medical condition hampers ability to use the official duty station but does not hamper ability to perform normal work duties.

7.8 If weather-related Situational telecommuting is anticipated, employee will submit a Situational telework package and receive approval before it is needed for weather emergencies.

7.8.1 Once the situational telework package is approved, requests to telework on specific days are accomplished through the FAT system.

7.9 Nonconcurrences, Denials and terminations are based on business reasons, poor performance, or misconduct. In cases where the telework is based upon a

reasonable accommodation request, the request should be accommodated unless it would cause the Department "undue hardship."

7.10 Telework agreements are limited to the current supervisor/employee reporting relationship and are not guaranteed to continue into a new supervisory or reporting relationship.

7.11 If the employee's work assignments change significantly, employees must submit a new telework agreement(s).

7.12 EMCBC assumes no responsibility for any operating costs, to include home maintenance, insurance, and utilities, associated with an employee using his or her personal equipment, and residence as an alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act.

7.13 Workers Compensation and Other Liabilities – Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA) regardless of whether the work is performed on the agency's premises or at an approved alternative worksite. An employee on workers' compensation rolls who is a candidate for vocational rehabilitation may, upon approval by the Department of Labor (DOL), request to use telework as an option.

7.13.1 For work-at-home arrangements, the employee is required to designate an area in the home as the official alternative workstation. The Government's potential exposure to liability is restricted to this alternative workstation for the purpose of telework. Each employee with an approved DOE-Flex agreement must accomplish the DOE-Flex Self-Certification Safety Checklist, IP-322-03-F5, proclaiming the home safe. Employees are responsible for ensuring that their homes comply with safety requirements.

7.13.2 Occupational Safety and Health Administration rules govern Federal employee workplace safety.

7.14 All record material, regardles of media created or received while on DOE-Flex are the custody of DOE in accordance with appropriate records management regulations. Records that are sensitive or confidential, or otherwise have disclosure limitations such as records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official duties and responsibilities. All EMCBC Offices shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. Only non-record copies of such documents may be removed from the EMCBC official duty station, and they may be taken only on a temporary basis and not permanently stored out of the official duty station. Under no circumstances are employees authorized to perform work on classified information while teleworking.

7.15 Employees on a work-at-home DOE-Flex arrangement will supply their own computer, high speed internet connection and have approved spyware, malware,

and virus protection in accordance with Information Resource Management (IRM) technical specifications. Employees issued EMCBC laptops for job-related purposes may use a laptop for teleworking. EMCBC laptops will not be issued for the sole purpose of teleworking. Requests for laptops as part of a reasonable accommodation request will be considered on a case-by-case basis. EMCBC will supply access to network drives and EMCBC management systems and other EMCBC applications, but the employee will provide word processing, spreadsheet and other such software.

7.16 The EMCBC will make maximum use of DOE-Flex to continue essential EMCBC operations during a natural, national or local emergency that makes the EMCBC official duty station unavailable. The EMCBC Director/Deputy Director or his duly authorized designee will determine if an emergency situation is present and the appropriate action to continue EMCBC operations. The EMCBC will utilize the severe weather communication tools to communicate to essential employees when an emergency has been declared by the EMCBC Director/ Deputy Director and if DOE-Flex has been implemented to continue EMCBC essential operations. In cases when the office is operational and weather emergencies have been declared in other locales within the EMCBC commuting area, the EMCBC will operate under an Unscheduled Leave and Unscheduled Telework policy. In this case, employees may use different forms of leave, request approval to change their tour of duty for the day, or change their AWS day off if it hasn't already occurred during the pay period. Employees are responsible for communicating with their supervisor to notify them of their situation, including (as appropriate) their intention to use leave or telework in accordance with DOE-EMCBC-001, Rev 3, Local Inclement Weather Policy.

- EMCBC employees may access EMCBC Web mail from their home computers by going to http://www.emcbc.doe.gov/mail and entering their full e-mail address as their user name and their network password or for full system access, go to https://remote.emcbc.doe.gov and follow the remote access procedures.

- EMCBC employees may also hear the inclement weather message by dialing (513) 246-0500 and pressing the star (*) key during the delivery of the options. Callers will then be routed to the inclement weather message system.

- EMCBC employees may be notified of emergencies rendering the EMCBC official duty station unavailable by the use of the EMCBC Emergency Notification System. The EMCBC Emergency Notification System uses a contracted communication service which provides telephonic messaging and supplies complete online call reports to document who have been notified.

7.17 Situational telework requests are not appropriate for non-medical spouse, parent, or child care. See PS-322-02, Rev.2, Part 4.2. Periodic medical appointments for the employee or family member are appropriate under this type of telework arrangement. OHR Employee Relations representative will provide advice and recommendations for employees on such issues.

8.0 PROCEDURE

8.1 An employee interested in participating in DOE-Flex will perform the following:

8.1.1 Carefully assess his/her work requirements, skills, and suitability of his or her alternative workplace situation.

8.1.2 Discuss issues with immediate supervisor before making a formal request.

8.1.3 Complete on-line Employee Telework Training at OPM-GSA http://www.telework.gov as part of the complete telework package.

8.1.4 Secure the current EMCBC DOE-Flex forms from the EMCBC Services forms page.

8.1.5 Satisfactorily complete all written requirements.

8.1.6 Complete a formal request (comprised of DOE-Flex Application, IP-322-03-F2, (Attachment B); DOE-Flex Agreement, IP-322-03-F3, (Attachment C) or One-Time DOE-Flex Agreement, IP-322-03-F4, (Attachment D); training certification, Self-Certification Safety Checklist, IP-322-03-F5, (Attachment E) and, if applicable, medical documentation) and submit with the OPM-GSA telework certificate to the immediate supervisor.

8.2 Routine Telework Requests: The immediate supervisor is the approval authority.

8.2.1 The employee submits the DOE-Flex package to his/her immediate supervisor 10 work days before the telework schedule is requested to begin.

8.2.2 Immediate supervisor reviews DOE-Flex package submitted by employee, takes action and forwards to the EMCBC DOE-Flex Program Coordinator within five work days of receipt, whether approved or disapproved. Disapproved requests will be accompanied by a written rationale for disapproval.

8.2.3 EMCBC DOE-Flex Program Coordinator reviews and concurs or nonconcurs with telework package. Any nonconcurrence with the supervisor's decision will entail a meeting with the supervisor to discuss all factors for nonconcurrence, if necessary.

8.2.4 EMCBC DOE-Flex Program Coordinator notifies employee and supervisor of any incomplete requirements for teleworking (on-line training, EMCBC IT Training, incomplete applications, etc.) and provides advice/support for completion.

8.2.5 EMCBC DOE-Flex Program Coordinator provides copy of approved/ disapproved Routine telework packages, to include written rationale for disapproval, to supervisor and employee.

8.3 Medical and Situational Telework Requests: The EMCBC Director/Deputy Director is the approval authority.

8.3.1 Employee submits completed DOE-Flex package with certifications to his/her immediate supervisor 10 work days before the telework schedule is requested to begin.

8.3.1.1 In the case of unanticipated medical emergencies, the supervisor will work with the employee to try to waive the lead-time requirement.

8.3.2 Immediate supervisor reviews DOE-Flex package submitted by employee and concurs or nonconcurs, adding brief written rationale for nonconcurrence.

8.3.3 Supervisor forwards all final telework packages (and written rationale, if applicable) to the EMCBC DOE-Flex Program Coordinator within 5 work days of receipt.

8.3.4 EMCBC DOE-Flex Program Coordinator reviews all packages and concurs or nonconcurs, then submits all complete packages to the EMCBC Director/Deputy Director for approval or disapproval.

8.3.5 Any package that has supervisory concurrence but is nonconcurred on by the EMCBC DOE-Flex Program Coordinator is returned to the supervisor with additional guidance to try to make the package ready for the EMCBC Director's/Deputy Director's approval.

8.3.6 The EMCBC Director/Deputy Director will accept only complete packages that have all necessary signatures and necessary documentation, i.e., requesting employee, immediate supervisor, DOE-Flex Program Coordinator, and medical documentation to support medical telework. All others will be returned without action.

8.3.7 The EMCBC Director/Deputy Director will approve/disapprove the request after taking all relevant factors into consideration, including the overall effectiveness of the affected EMCBC organization and of the EMCBC itself. Some positions and/or duties may not easily lend themselves to telework. Although every effort will be made to approve telework applications within the parameters of PS-322-02, the EMCBC Director/Deputy Director has the right to reject any telework applications (see PS-322-02, 4.1). The affected supervisor and employee will receive a written rationale for any disapproval actions.

8.3.8 The Office of the Director, EMCBC, will return all signed telework application packages to the DOE-Flex Program Coordinator who will provide copies to the affected supervisor and requesting employee.

8.3.9 Once an approved Situational telework agreement is in place, in an emergency situation (such as unexpected hazardous weather), employee will submit a telework request for approval through the FAT system and calls in no later than one hour after the start of his/her normal work day to reach the immediate supervisor directly, and if he/she is not available, then the acting supervisor to invoke situational telework.

8.4 EMCBC DOE-Flex Program Coordinator notifies employee and supervisor when all requirements to telework are met and provides them with a copy of the approved telework package.

8.5 Supervisor provides a partial copy of the telework package to the timekeeper for T&A purposes. A copy of medical documentation for medical telework will not be provided to the timekeeper.

8.6 Once the process is complete and notification of final approval is given for Routine, and/or Medical Telework packages, the employee may begin the approved telework schedule.

8.7 Once final approval has been received for a Situational Telework package, the employee must request the specific date(s) to perform situational telework through the FAT system and receive pre-approval from his/her immediate supervisor.

8.8 When required, teleworker records work accomplishments in the FAT system prior to end of the telework day.

8.9 Teleworker properly inputs telework hours into the Automated Time Attendance and Production System (ATAAPS). See Attachment H.

8.9.1 Employee accounts for time away from the alternative duty station for illness or personal business the same way that he/she accounts for it when at the normal duty station.

8.9.2 When the normal duty station is officially closed, the Teleworker receives Administrative Leave (LN) the same as the employees at the normal duty station.

8.9.3 When early dismissal is given at the normal duty station, the Teleworker does not receive Administrative Leave unless the EMCBC Director/Deputy Director or an official above the Director in rank provides a written notice of Administrative Leave for Teleworkers.

9.0 RECORDS MAINTENANCE

Records generated as a result of this implementing procedure are identified as follows with the appropriate office copies maintained by the supervisor and the timekeeper, and the official file copies consisting of original documents maintained by the EMCBC DOE-Flex Program Coordinator in accordance with the Office of Human Resources File Plan:

9.1 ADM 01-42-A Approved Employee Telework Files

9.2 ADM 01-42-B Unapproved Employee Telework Files

9.3 ADM 02-07 Time and Attendance Records – Maintained by the Organization Timekeeper

10.0 FORMS USED

All forms used should be the latest version /revision as found on the EMCBC Services forms page.

10.1 EMCBC Employee Telework Notice, IP-322-03-F1

10.2 DOE-Flex Application, IP-322-03-F2

10.3 DOE-Flex Agreement, IP-322-03-F3

10.4 One-Time DOE-Flex Agreement, IP-322-03-F4

10.5 Self-Certification Safety Checklist, IP-322-03-F5

10.6 Extension to DOE-Flex Agreement, IP-322-03-F6

10.7 Change in Alternative Designated Worksite for DOE-Flex Agreement, IP-322-03-F7

11.0 ATTACHMENTS

11.1 Attachment A, EMCBC Employee Telework Notice, IP 322-03-F1

11.2 Attachment B, DOE-Flex Application, IP-322-03-F2

11.3 Attachment C, DOE-Flex Agreement, IP-322-03-F3

11.4 Attachment D, One-Time DOE-Flex Agreement, IP-322-03-F4

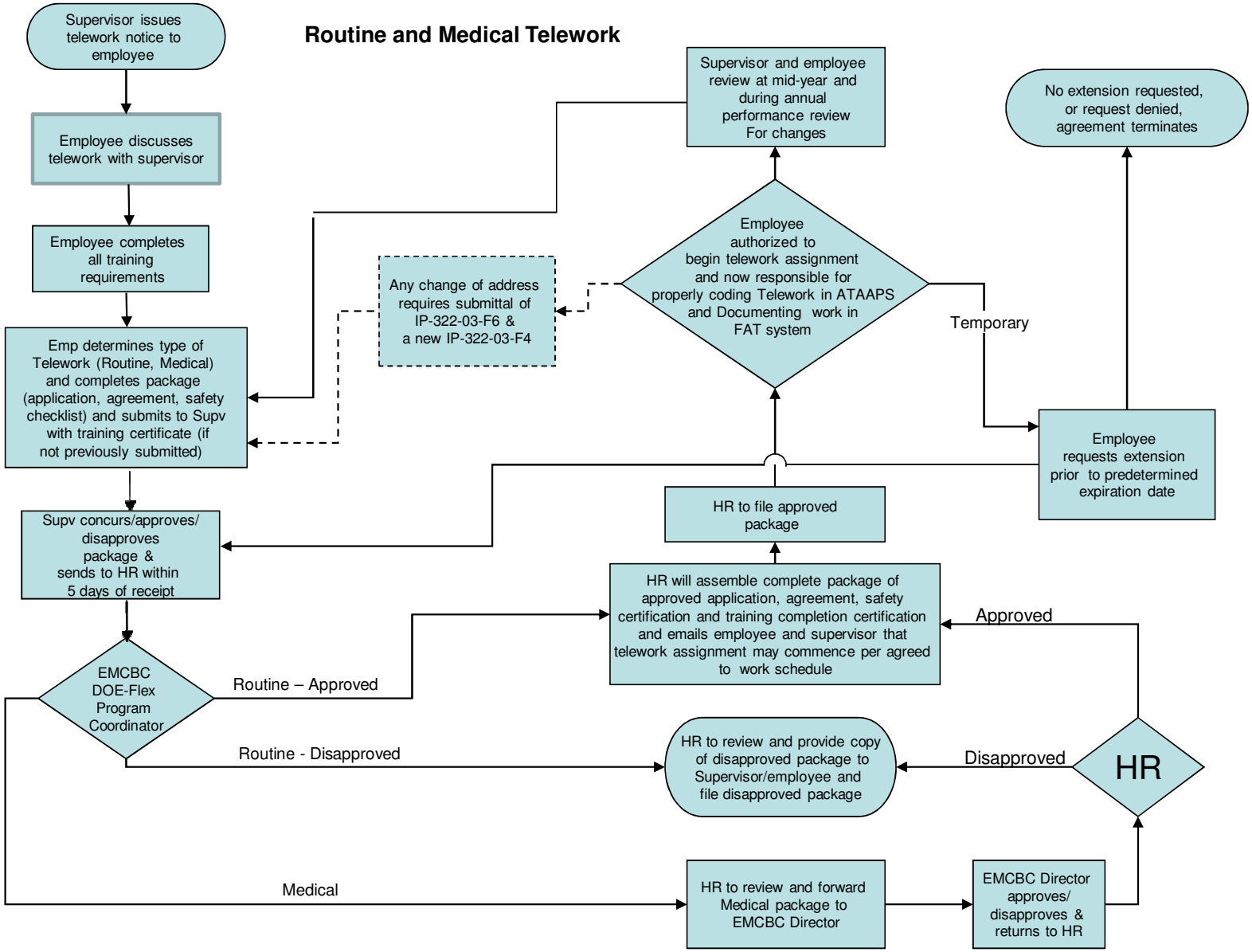
11.5 Attachment E, Self-Certification Safety Checklist, IP-322-03-F5

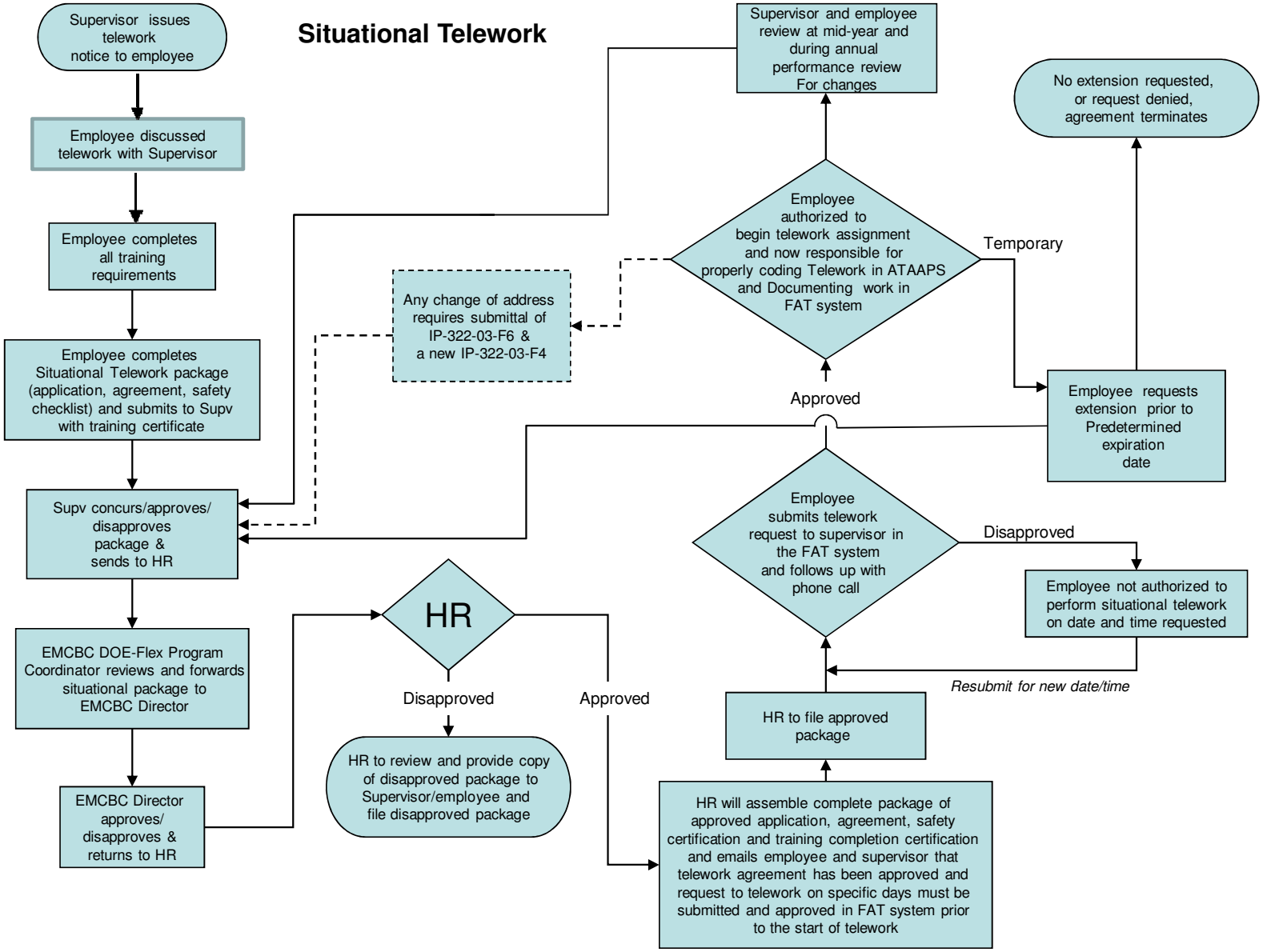
11.6 Attachment F, Extension to DOE-Flex Agreement, IP-322-03-F6

11.7 Attachment G, Change in Alternative Designated Worksite for DOE-Flex Agreement, IP-322-03-F7

11.8 Attachment H, Automated Time Attendance and Production System (ATAAPS) sample form

12.0 FLOWCHART


Routine and Medical Telework
Supervisor issues telework notice to employee
Employee discusses telework with supervisor
Employee completes all training requirements
Emp determines type of Telework (Routine, Medical) and completes package (application, agreement, safety checklist) and submits to Supv with training certificate (if not previously submitted)
Supv concurs/approves/ disapproves package & sends to HR within 5 days of receipt
EMCBC DOE-Flex Program Coordinator
Routine – Approved
Routine - Disapproved
Medical
HR will assemble complete package of approved application, agreement, safety certification and training completion certification and emails employee and supervisor that telework assignment may commence per agreed to work schedule
HR to file approved package
Supervisor and employee review at mid-year and during annual performance review For changes
Any change of address requires submittal of IP-322-03-F6 & a new IP-322-03-F4
Employee authorized to begin telework assignment and now responsible for properly coding Telework in ATAAPS and Documenting work in FAT system
Temporary
Employee requests extension prior to predetermined expiration date
No extension requested, or request denied, agreement terminates
Approved
HR
Disapproved
HR to review and provide copy of disapproved package to Supervisor/employee and file disapproved package
HR to review and forward Medical package to EMCBC Director
EMCBC Director approves/ disapproves & returns to HR


Situational Telework
Supervisor issues telework notice to employee
Employee discussed telework with Supervisor
Employee completes all training requirements
Employee completes Situational Telework package (application, agreement, safety checklist) and submits to Supv with training certificate
Supv concurs/approves/ disapproves package & sends to HR
EMCBC DOE-Flex Program Coordinator reviews and forwards situational package to EMCBC Director
EMCBC Director approves/ disapproves & returns to HR
HR
Disapproved
HR to review and provide copy of disapproved package to Supervisor/employee and file disapproved package
Approved
HR will assemble complete package of approved application, agreement, safety certification and training completion certification and emails employee and supervisor that telework agreement has been approved and request to telework on specific days must be submitted and approved in FAT system prior to the start of telework
HR to file approved package
Employee submits telework request to supervisor in the FAT system and follows up with phone call
Disapproved
Employee not authorized to perform situational telework on date and time requested
Resubmit for new date/time
Approved
Employee authorized to begin telework assignment and now responsible for properly coding Telework in ATAAPS and Documenting work in FAT system
Temporary
Employee requests extension prior to Predetermined expiration date
No extension requested, or request denied, agreement terminates
Supervisor and employee review at mid-year and during annual performance review For changes
Any change of address requires submittal of IP-322-03-F6 & a new IP-322-03-F4

Attachment A

EMCBC
EMPLOYEE TELEWORK NOTICE

[*Date*]

MEMORANDUM FOR [*Employee's Name*]

FROM: [*Manager's Name*]
[*Title*]

Subject: [*Telework*] Notice

The purpose of this memorandum is to inform you that you [*are/are not*] eligible to telework.

[If eligible, then include the following information]

The following work assignment(s) are eligible for the type of telework arrangement that is specified. [*Provide a general description of the work that may be performed at a telework worksite along with the type of arrangement(s) for which eligible. Specify the number of days per week or pay period for a Routine arrangement or any limitation for a Situational arrangement.*

Work Assignment	**Routine**	**Situational**	**Medical***
	# of days/wk or ppd		

* Medical documentation must be provided to support a medical telework arrangement at the time of a request.

[If not eligible, then specify why the position or employee is not eligible.]

[Your position is/You are] not eligible because *[specify the reason(s); e.g., your computer capability doesn't meet the security access requirements of the Departmental element's network; there aren't enough unclassified work assignments that can be performed without a secured network; frequent or extensive face-to-face contact is required throughout a day to provide a sufficient level of customer service; inadequate office coverage or the lack of depth of expertise in the employee's field (if this is a temporary situation, then indicate that the position is eligible once a backup is available, or other appropriate statement, that would result in the change in eligibility); or other operational reason; or your current performance is not at the "Meets Expectations"(ME) or equivalent level (if the employee is improving while on a PAP or PIP, indicate whether s/he is authorized to telework during an emergency situation)].*

Acknowledgement:_____ _____
Employee's Signature Date

PRIVACY ACT STATEMENT

The Telework Enhancement Act of 2010 (Public Law 111-292), Section 6120 of Title 5 to the United States Code, and Executive Memorandum of July 11, 1994 (59 FR 36017) authorizes collection of this information. Signing this notice is voluntary, but failure to sign it may preclude the authorization for the employee to telework. The primary use of the information contained in this notice is by applicable management officials and supporting administrative staffs, human resource staffs, and the applicable Departmental element's Telework Coordinator to record the this employment situation. There are no additional uses that may be made of the information collected in the agreement. The official copy of this notice, which is a category of record included in the OPM/GOVT-1 General Personnel Records system, is maintained by the applicable Telework Coordinator.

Distribution:
Original: Employee
Copy: Office of Human Resources

Attachment B

DOE Flex Application

Employee's Name:	
Position Title & Series:	Alternative Worksite Telephone No
Organization:	
Alternative Worksite Address:	Supervisor's Telephone No.
Supervisor's Name:	
Type of DOE-Flex Arrangement: [ ] Routine [ ] Situational [ ] Medical* Routine-___day(s) per week/pay period; (please circle) *Medical documentation is required and should be submitted with Medical telework application.	
1. Describe the specific work to be performed at the alternative designated work site.	
2. Briefly describe how you meet the criteria for participation and the benefit to the EMCBC.	
3. Briefly describe the suitability of the alternative designated worksite for **DOE-Flex**, to include designating the specific office space, equipment, etc.	
4. List any resources that you will need to perform your official duties.	
Employee Signature	Date

IP-322-03-F2
Pg. 1 of 2

Attachment B

ACTION ON APPLICATION

ROUTINE:	
Approval - Supervisor's Signature & Date	Disapproval - Supervisor's Signature & Date
Reason for Disapproval (if applicable)	Date
MEDICAL/SITUATIONAL:	
Recommend Approval – Supervisor's Signature & Date	Recommend Disapproval – Supervisor's Signature & Date
Reason for Disapproval (If applicable)	Date
EMCBC DOE-Flex Program Coordinator's Signature	Date
Approval - EMCBC, Director's/Deputy Director's Signature	Date
Disapproval – EMCBC Director's/Deputy Director's Signature	Date
EMCBC Director's/Deputy Director's Reason for Disapproval	

Pay Period Work Week	Day	Tour of Duty Hours (ex. 8:00 – 4:30)		Duty Station	
				Official	Alternative
Week 1	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Week 2	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

Distribution:
Original – Office of Human Resources
Copy to – Supervisor/Employee

Attachment C

DOE-Flex Agreement

Introduction	This is an employment agreement between the EMCBC, Department of Energy and its employee, _____("you" or "your") for the purpose of specifying the terms and conditions under which you will work at the alternative designated worksite, specified below, a site other than your regularly assigned official duty station specified below. This DOE-Flex agreement is not an employee entitlement, does not change the terms and conditions of your appointment, is not a substitute for child or other dependent care arrangements, and is not an assurance that this work option will continue indefinitely. This agreement is intended to be an additional method the Department utilizes to accomplish its mission and strategic goals.
Type of Arrangement	___Routine __Situational __Medical (Mark the appropriate type(s))
Effect Date, Termination, and Duration	This agreement is effective from _____ to_____but may be extended beyond that date by completing Attachment F, Extension to DOE-Flex Agreement prior to expiration date. You may terminate this agreement at any time from the effective date by giving your supervisor, timekeeper and EMCBC DOE-Flex Program Coordinator notice and returning to your official duty station, unless you are an Emergency Responder as discussed in the Continutiy of Operations (COOP) section below. To ensure that you are properly accommodated at your official duty station, you should provide at least 2 week(s) notice of your desire to terminate this agreement. Management has the right to terminate or modify this agreement at any time, after reasonable notice to employee. Situational telework agreements are initially approved for one-day per week by the EMCBC Director/Deputy Director. Supervisors may approve an extension of one-day or more for instances of inclement weather, pandemic, or other work related projects of a specific limited duration.
Continuity of Operations (COOP):	Employees designated as Emergency Responders are expected to report to the designated work location and/or telework during COOP-related administrative or facility closures as directed by the EMCBC management or COOP Coordinator. All nonemergency or nonessential employees with a telework agreement are expected to be prepared to telework when directed to do so.
Official Duty Station	Your official duty station is:
Alternative Designated Worksite	Your alternative designated worksite is *(home address and specific room and address or telecenter and designated address or other designated alternative worksite and address:*
Applicable Policy and Guidelines	The following policies, manuals, or guidelines apply*: PS-322-02, Rev,3, the Handbook on DOE-Flex, OPM guidance, security directives, and the Privacy Act- 5 U.S.C. 552a)* *IP-322-03, Rev. 1, EMCBC Procedures on DOE-Flex (Telework)*
Management's Rights	Management has the right to terminate or modify this agreement at any time or alter your agreed-upon work schedule at any time when your supervisor determines that you are needed at your official duty station due to work demands, attendance at a meeting(s) or training session(s), or other business reasons.

Attachment C

Time and Attendance	You, the employee, are responsible for properly coding your time and attendance in ATAAPS. Normal rules and procedures apply for authorizing, approving, earning, and using leave, overtime, credit hours, compensatory time, time-off awards, etc. Your time and attendance must be recorded properly and certified by your certifying *official* so that there is an accounting for all hours included in your agreed-upon work schedule. Your time and attendance will be reported as though you are at your normal official duty station with the addition of the following codes: TW, TM, TS. You will obtain approval in advance for any schedule change, including work that entitles you to overtime compensation, training, and leave, in accordance with applicable rules and regulations.
Pay, Leave, and Travel	Your pay, leave, and travel entitlements are based on your official duty station. This DOE-Flex agreement is not a basis for changing your salary and benefits.
Work Assignment(s)	Describe the work to be performed at the alternative designated work site.
Resources Provided	You are expected to use your own equipment or equipment provided by the EMCBC for job related purposes. EMCBC resources will not be provided for the sole purpose of teleworking., but EMCBC resources provided for non-telework purposes may be used while teleworking.
Performance	Your performance will be evaluated based on the quantity and quality of the work products, the progress on your assignments, and any other appropriate measures, such as responsiveness to customer needs, timeliness, accessibility, etc., that your supervisor has communicated to you.
Liability	You assume full responsibility for any damage to your personal or real property that may occur as a result of your working at your alternative designated worksite, except to the extent that DOE is held liable by Federal Tort Claims Act. If you are injured during your authorized hours of work at your alternative designated workplace, you are covered by the Federal Employees Compensation Act program. You must notify your supervisor immediately of any accident or injury that occurs at the alternative workplace and complete any required forms. The Department may investigate such a report.
Inspections	You are subject to a physical inspection of your workplace, equipment, and records during normal working hours, upon reasonable notice, normally at least 24 hours in advance. If you are suspected of a security violation, an inspection may be unannounced, but during normal working hours.
Effect of Failure to Fulfill the Terms of this Agreement	This agreement will be terminated if you fail to fulfill its terms, or any amendment to its terms. Termination for reasons of **misconduct** or failure to protect equipment, records, and/or data may result in disciplinary action and/or suspension or revocation of your security clearance, if appropriate.

Attachment C

Certification I hereby certify that I have read and understood the terms and conditions of this voluntary agreement and I understand that I may be required to telework outside of my normal telework schedule in the case of an emergency situation. I also understand that the above information is accurate as of this date, but that applicable policies and guidelines may change or be added without amending this agreement accordingly. In the event of such changes, I agree that this agreement will be subject to them. I certify that I have read and understand the Cyber Security Incident Response procedure, IP-240-04, Rev 2. I certify that I have completed the telework training on the joint OPM/GSA Website www.telework.gov. A copy of the certificate of completion for employees and supervisors/managers is attached, if not already provided.

_____	_____
Employee	Date
_____	_____
Supervisor	Date

PRIVACY ACT STATEMENT

Section 6120 of Title 5 to the United States Code and Executive Memorandum of July 11, 1994 (59 FR 36017) authorizes collection of this information. Providing information and signing this agreement is voluntary, but failure to sign this agreement will preclude the authorization of an alternative workplace other than your regularly assigned location and will result in you not being approved for the employment arrangement specified herein. The primary use of the information contained in this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and travel and transportation staff, to approve and record the benefits and entitlements of this employment situation. There are no additional uses that may be made of the information collected in the agreement. The official copy of this agreement is maintained in an official file, which is a category of record included in the OPM/GOVT-1 General Personnel Records system.

Distribution:
Original – Office of Human Resources
Copy to – Supervisor/Employee

Attachment D

One-Time DOE-Flex Agreement

Introduction	This is an employment agreement between the EMCBC, Department of Energy and its employee,_____("you" or "your") for the purpose of specifying the terms and conditions under which you will work at the alternative designated worksite, specified below, a site other than your regularly assigned official duty station.
Dates or Duration and Assignment	This agreement will be in effect from _____ to _____in order to complete the following assignment(s):
Alternative Designated Workplace (Specify Address and Room)	Your alternative designated workplace is _____ and you can be contacted at the following phone number:
Work Schedule and Contact Hours	Your work schedule will be:
Resources	You are expected to use your own equipment or you may use equipment provided to you by the Department to accomplish your assignment(s). EMCBC will not issue equipment for the sole purpose of teleworking. You are not authorized to incur any costs associated with connecting to the local LAN in order to communicate with your office and/or accomplish your assignment(s).
Your Responsibilities	You will perform the work assignment(s) specified herein in the time frame specified, to the extent that you have control over the completion of the assignment(s). You will ensure that you have appropriate resources available, or access to them, to perform the assignment(s) at the alternative designated worksite. You will be accessible during agreed-upon hours of work. You will safeguard DOE equipment and records and use such equipment and records for official business. You will also safeguard, service, and maintain your own equipment, if any, used to perform your work at the alternative designated worksite. You will keep your alternative designated workplace hazard-free and normally free from distractions. You are bound by the Standards of Conduct for Employees of the Executive Branch and the Department's supplement thereto while working at your alternative designated worksite, and the applicable policy and guidance pertaining to DOE-Flex arrangements.

I certify that I have completed the telework training on the joint OPM/GSA Website www.telework.gov. A copy of the certificate of completion for employees and supervisors/managers is attached.

Signatures and Dates _____ _____
Employee Date

_____ _____
Supervisor Date

PRIVACY ACT STATEMENT

Section 6120 of Title 5 to the United States Code and Executive Memorandum of July 11, 1994 (59 FR 36017) authorizes collection of this information. Providing information and signing this agreement is voluntary, but failure to sign this agreement will preclude the authorization of an alternative workplace other than your regularly assigned location and will result in you not being approved for the employment arrangement specified herein. The primary use of the information contained in this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and travel and transportation staff, to approve and record the benefits and entitlements of this employment situation. There are no additional uses that may be made of the information collected in the agreement. The official copy of this agreement is maintained in an official file, which is a category of record included in the OPM/GOVT-1 General Personnel Records system.

Distribution:
Original – Office of Human Resources
Copy to – Employee's Supervisor/Employee

IP-322-03-F4

Attachment E

DOE-Flex Self-Certification Safety Checklist

Part I - Workplace Environment	**Yes**	**No**
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
2. Are all stairs with four or more steps equipped with handrails?		
3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?		
4. Do circuit breakers clearly indicate if they are in the open or closed position?		
5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?		
6. Will the building's electrical system permit the grounding of electrical equipment?		
7. Are aisles, doorways, and walkways free of obstructions to permit visibility and movement?		
8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?		
9. Are chairs free of any loose casters (wheels) and are the rungs and legs of the chairs sturdy?		
10. Are the phone lines, electrical cords, and extension wires secured alongside a baseboard?		
11. Is the office space neat, clean, and free of excessive amounts of combustibles?		
12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?		
13. Are carpets well secured to the floor and free of frayed or worn seams?		

Attachment F

Extension to DOE-Flex Agreement

Instructions: If no changes have occurred to the initial DOE-Flex Agreement, write "None" in the applicable box. Specify the requested time extension to the Agreement in the space provided, sign, date, and provide to approving official(s).

Employee's Name:	
Supervisor's Name:	Telephone:
Type of DOE-Flex Arrangement: [ ] Routine [ ] Situational [ ] Medical * Routine-___day per week/pay period; (please circle) *Updated medical documentation is required and will be submitted with agreement.	
1. Describe any minor changes in the specific work to be performed at the alternative designated work site.	
2. Briefly describe any changes in how you meet the criteria for participation and the benefit to the EMCBC.	
3. Reasons for requested extension	
4. Requested period of extension to DOE-Flex Agreement (May not be a past date and must be before expiration date of agreement currently on file in OHR.)	
Employee Signature	Date
Immediate Supervisor's Signature	Date
Other reviewing Officials' signatures	**Date**
1. EMCBC DOE-Flex Program Coordinator's Signature	
2. EMCBC Director's/Deputy Director's Signature (Situational and Medical Only)	

PRIVACY ACT STATEMENT

Section 6120 of Title 5 to the United States Code authorizes collection of this information. The information you submit in this application/agreement is protected by the Privacy Act of 1974. Providing information and signing this agreement is voluntary, but failure to sign this agreement will result in you not being approved for the employment arrangement specific herein. The primary use of the information contained in this agreement is by applicable management officials and supporting staff to approve and record the entitlements of this employment situation.

Distribution:
Original – Office of Human Resources
Copy to – Supervisor/Employee

IP-322-03-F6

Attachment G

Change in Alternative Designated Worksite for DOE-Flex Agreement

Instructions: If no changes have occurred to the initial DOE-Flex Agreement, write "None" in the applicable box. Sign, date, and provide form to approving official(s). A new Attachment E, Self-Certification Safety Checklist, IP 322-02-F5 must be completed and submitted with change.

Employee's Name:	
Supervisor's Name:	Telephone:
Type of DOE-Flex Arrangement: [ ] Routine [ ] Situational [ ] Medical Routine-___day(s) per week/pay period; (please circle)	
1. New address for the alternative designated worksite.	
2. Briefly describe changes in the suitability of the alternative designated worksite for **DOE-Flex**, to include designating the specific office space, equipment, etc.	
Employee Signature	Date
Supervisor's Signature	Date
EMCBC DOE-Flex Program Coordinator	Date
EMCBC Director's/Deputy Director's Signature (**Situational and Medical only**)	Date

PRIVACY ACT STATEMENT

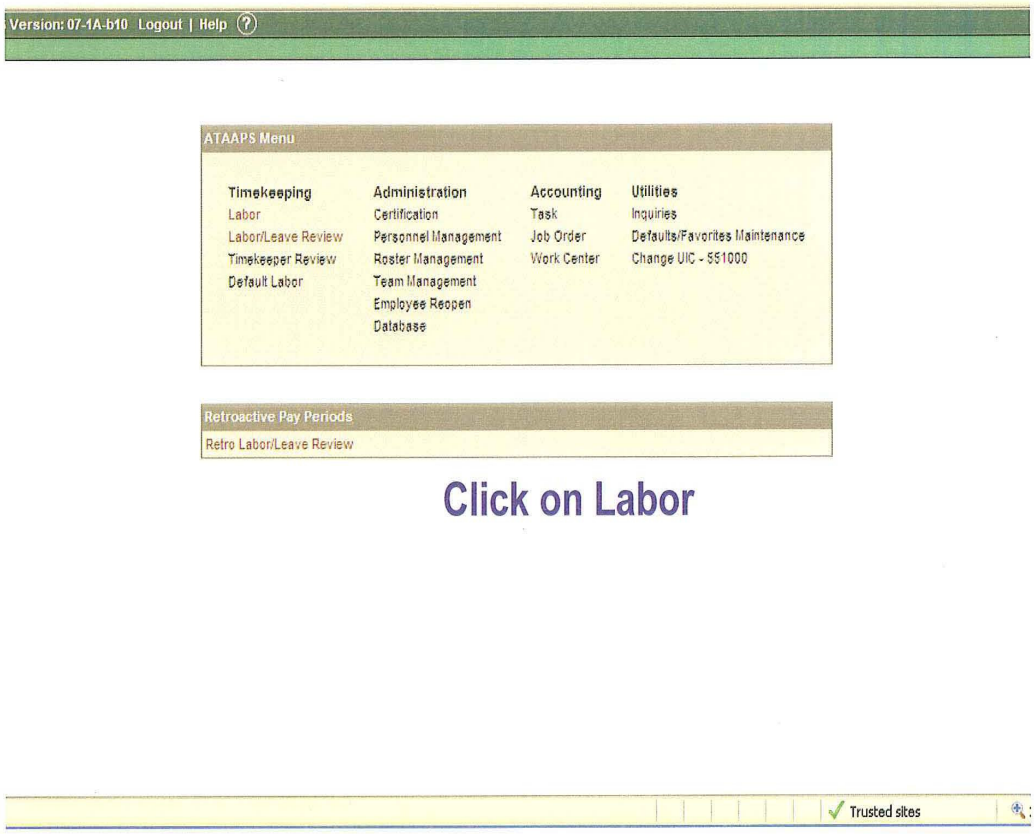
Section 6120 of Title 5 to the United States Code authorizes collection of this information. The information you submit in this application/agreement is protected by the Privacy Act of 1974. Providing information and signing this agreement is voluntary, but failure to sign this agreement will result in you not being approved for the employment arrangement specific herein. The primary use of the information contained in this agreement is by applicable management officials and supporting staff to approve and record the entitlements of this employment situation.

Distribution:
Original – Office of Human Resources
Copy to – Supervisor/Employee

IP-322-03-F7

Attachment H

Sample Automated Time Attendance and Production System (ATAAPS)



Attachment H
(Cont'd)

Sample Automated Time Attendance and Production System (ATAAPS)

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: CAMPBELL, ROBIN A. UIC: 551000
Team: team 3
Employee: CAMPBELL, ROBIN A.
Begin Pay Period: 2006-Aug-17 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

				August	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Work Center	Task	Job Order	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

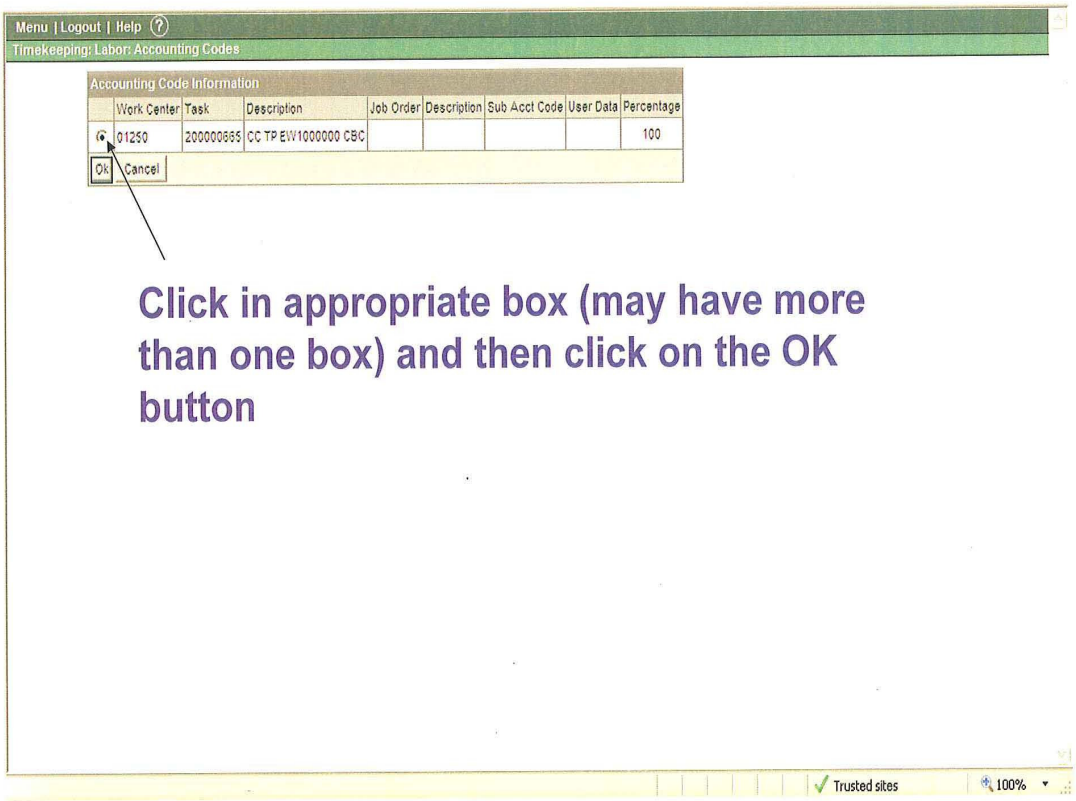
Go to Top

Click on Insert Row

Auto-scrolling to position 0 Trusted sites 100%

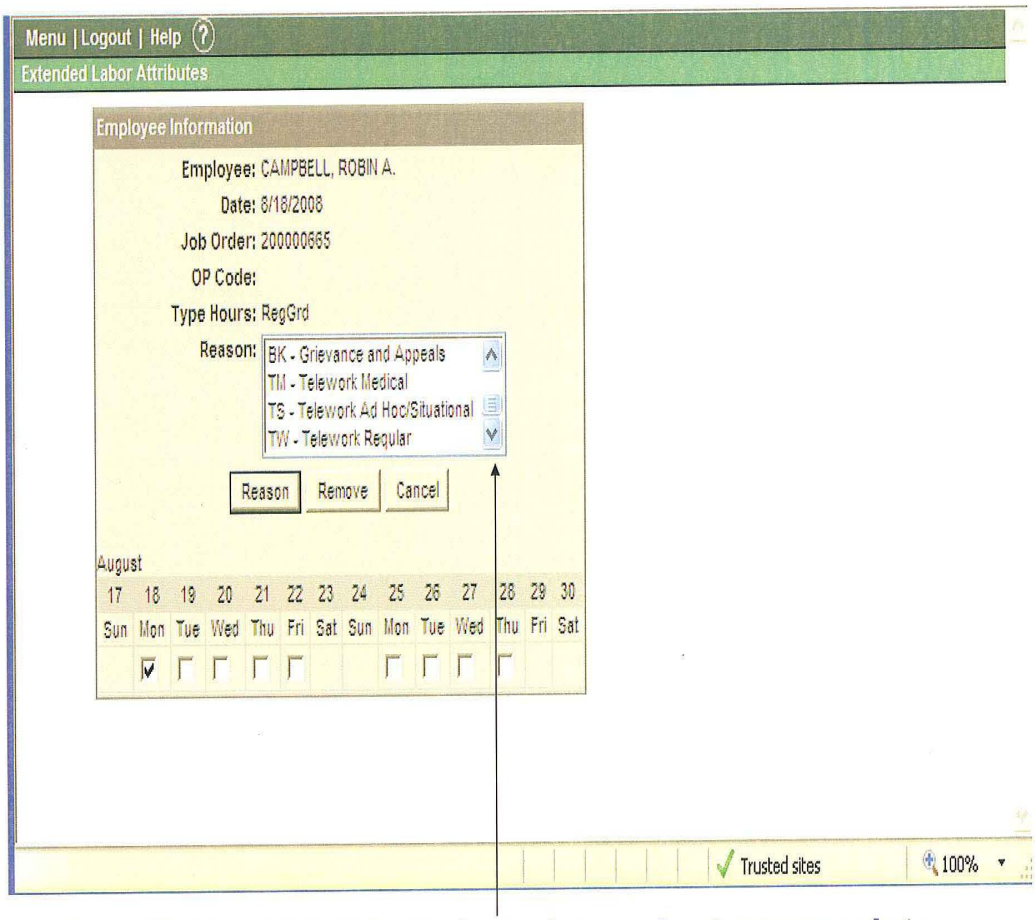
Attachment H
(Cont'd)

Sample Automated Time Attendance and Production System (ATAAPS)



Attachment H
(Cont'd)

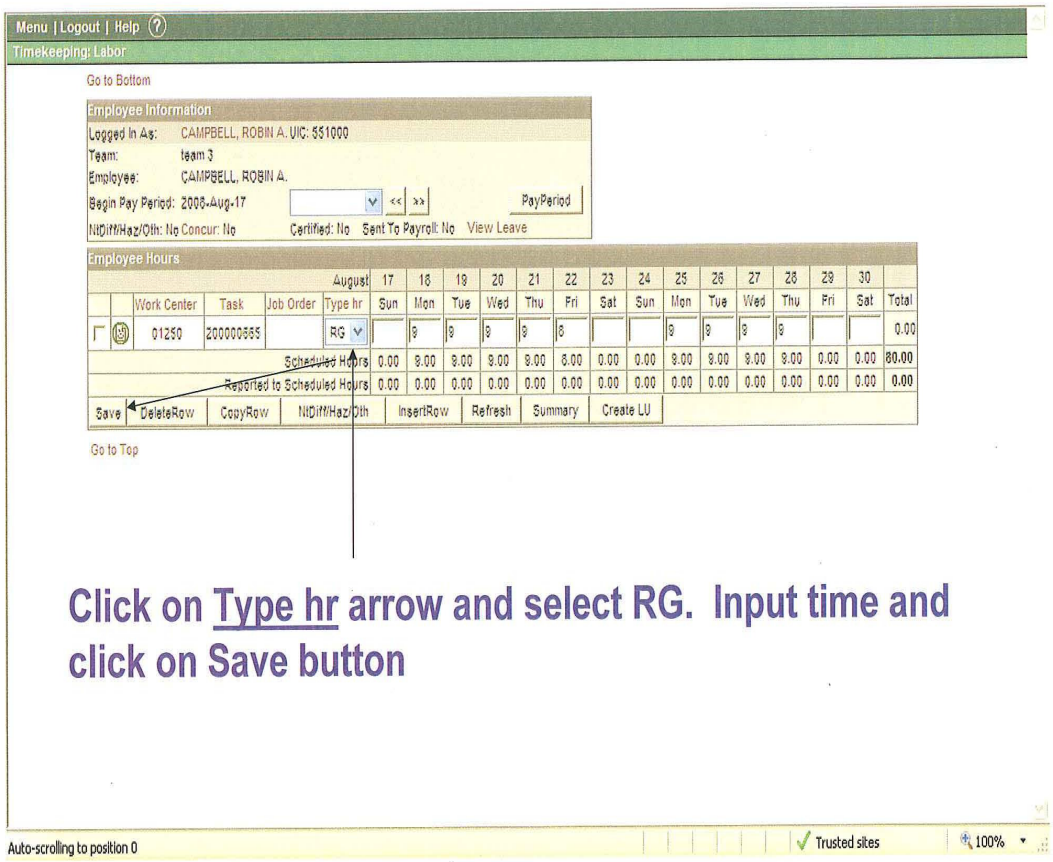
Sample Automated Time Attendance and Production System (ATAAPS)



Scroll down to telework codes, select appropriate code and then click on the Reason button

Attachment H
(Cont'd)

Sample Automated Time Attendance and Production System (ATAAPS)



Sample Automated Time Attendance and Production System (ATAAPS)

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: CAMPBELL, ROBIN A. UIC: 551000
Team: team 3
Employee: CAMPBELL, ROBIN A.
Begin Pay Period: 2008-Aug-17 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

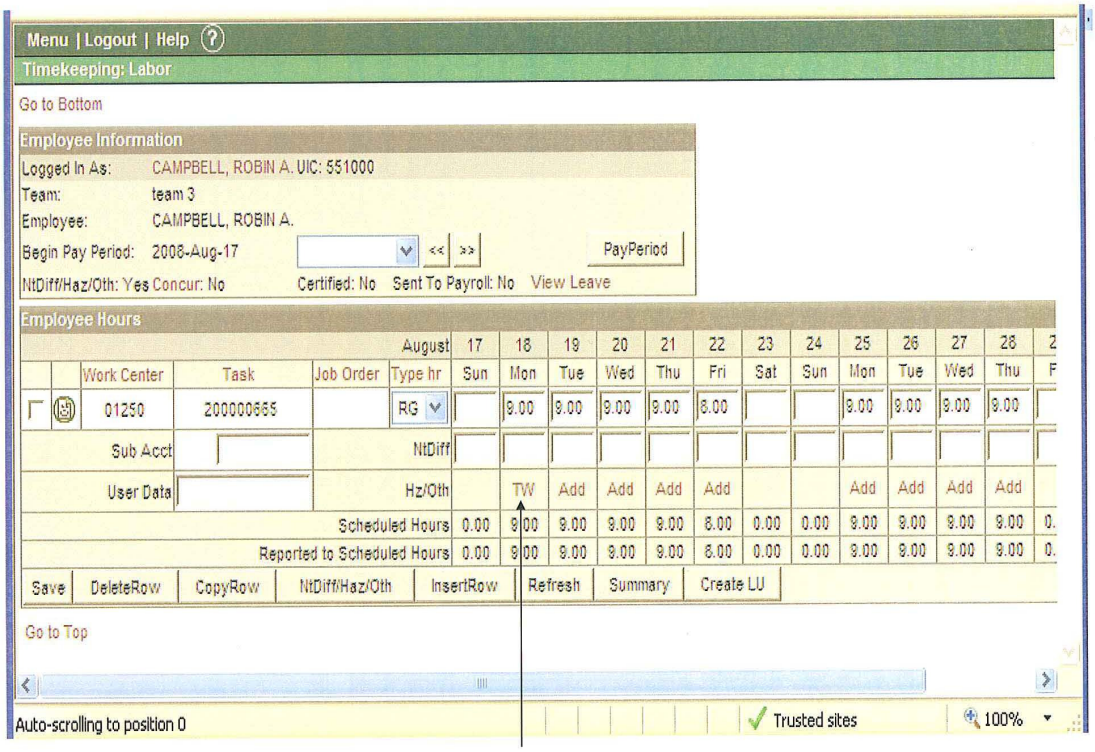
				August	17	18	19	20	21	22	23	24	25	26	27	28	2
Work Center	Task	Job Order	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	F
01250	200000665		RG			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	
Sub Acct			NtDiff														
User Data			Hz/Oth			Add	Add	Add	Add	Add			Add	Add	Add	Add	
			Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.
			Reported to Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.

Save | DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

Go to Top

Click on NtDiff/Haz/Oth and then click on "Add" under the day you teleworked

Sample Automated Time Attendance and Production System (ATAAPS)



Example: Monday 8/18 worked 9 hours on Regular Telework (TW)

EMCBC RECORD OF REVISION

DOCUMENT: EMCBC Procedures on DOE-Flex (Telework) IP-322-03, Rev. 3

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

- Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Issue	All	4/29/10
2	General Revision	All	5/18/12
3	General Revision; to implement changes approved by DOE and to provide clarification of the procedure	All	6/29/12