

DOE FLEX Application

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|---|-----------------------------------|
| Employee's Name: | |
| Position Title & Series: | Alternative Worksite Telephone No |
| Organization: | Supervisor's Telephone No. |
| Alternative Worksite Address: | |
| Supervisor's Name: | |
| Type of DOE-Flex Arrangement: <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Situational <input type="checkbox"/> 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 |

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 | Date |

| 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 | | | | |

Addendum to EMCBC Telework Policy and Procedures for Telework Pilot Program
(April 6, 2015 – October 2, 2015)

The following guidelines are applicable to the EMCBC Telework Pilot Program, and must be adhered to in addition to the existing EMCBC Policy on DOE-Flex (PS-322-02, Rev 5, June 29, 2012), and EMCBC Procedures on DOE-Flex (Telework) (IP-322-03, Rev 3, June 29, 2012).

1. The routine telework agreement for participating employees will be modified by supplemental agreement for the Telework Pilot Program.
2. Employees that participate in the Telework Pilot Program will be required to complete additional telework training.
3. During the pilot program, routine telework is available based on a model that includes a regular work schedule of three days per week in the office. Telework eligibility is as follows:
 - a. Employees working a 5/8 schedule are eligible to routine telework two days per week.
 - b. Employees working a 5/4/9 schedule are eligible to routine telework three days per pay period (two days of telework on the five day work week and one day of telework on the four day work week).
 - c. Employees working a 4/10 schedule are eligible to routine telework one day per week.
4. Employees that participate in the Telework Pilot Program will be requested to take periodic surveys regarding telework experiences. The surveys will be brief and will be utilized to analyze and report on telework metrics during and after the Telework Pilot Program.
5. Telework is an effective manner in which to conduct business. As such, performance expectations for teleworking employees, including quality of work performed and responsiveness to supervisors and customers, are consistent with work performed at the official duty station.
6. While teleworking, employees must be able to access the EMCBC remote system website and all other IT applications that are necessary for them to perform their work duties. Teleworking employees must be connected to the EMCBC remote system as necessary to perform their work duties. If connection with the EMCBC remote system cannot be made, employees must immediately notify the IT Help Desk and their supervisor. If the connectivity issue is on the part of the employee and cannot be readily rectified, then the employee may be required to report to the office or take requisite leave as agreed upon with the supervisor.
7. Teleworkers must be accessible via phone while teleworking. Teleworkers must provide their supervisor with a phone number for their alternate work site (i.e., home, personal cell phone, government-issued cell phone, etc.), and teleworking employees must forward their office calls to an alternate phone while teleworking.
8. If early dismissal is authorized at the official duty station for inclement weather or an emergency situation, the teleworker continues teleworking until the end of the workday or requests appropriate leave/time-off for the remainder of the workday.
9. Teleworking employees are encouraged to adhere to the Telework Pledge: “Telework is an individual privilege, as well as a collective responsibility. While teleworking, EMCBC employees will strive to ensure compliance with EMCBC Customer Service Goals. This includes making and keeping commitments; maintaining positive interactions with customers and EMCBC personnel; and ensuring timely responsiveness to internal and external customers.”

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10. The Telework Council will:
 - a. Provide advice and assistance to the EMCBC management team (EMCBC Director, Deputy Director, and Assistant Directors);
 - b. Serve as an advocate for telework by eliminating barriers, improving proficiency through advancements in technology, and evaluating and recommending training needs;
 - c. Support the revision, enhancement, and implementation of the EMCBC telework program; and
 - d. Serve as one of the EMCBC's conduits of communication between management and employees in regards to telework matters.

11. The Flexiplace Accomplishment Tracking (FAT) system will be mandatorily utilized only for approval of situational telework and recording of actual situational telework hours worked (only if different from situational telework request).

I have read the above addendum to the EMCBC Policy on DOE-Flex, PS-322-02, Rev 5, and the EMCBC Procedures on DOE-Flex (Telework), IP-322-03, Rev. 3, June 29, 2012, and agree to follow these guidelines while teleworking during the duration of the pilot program:

Employee

Date