

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.

The following work assignment(s) are eligible for the type of telework arrangement that is specified.

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

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

[Your position is/You are] not eligible because of reason(s) specified below: 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