

## One-Time DOE-Flex Agreement

<b>Introduction</b>	This is an employment agreement between the <u>EMCBC</u> , 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.
<b>Dates or Duration and Assignment</b>	This agreement will be in effect from _____ to _____ in order to complete the following assignment(s):
<b>Alternative Designated Workplace (Specify Address and Room)</b>	Your alternative designated workplace is _____ and you can be contacted at the following phone number:
<b>Work Schedule and Contact Hours</b>	Your work schedule will be:
<b>Resources</b>	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 <u>are not</u> 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).
<b>Your Responsibilities</b>	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](http://www.telework.gov). A copy of the certificate of completion for employees and supervisors/managers is attached.

Signatures and Dates \_\_\_\_\_ Date \_\_\_\_\_  
EmployeeDate

\_\_\_\_\_ Date \_\_\_\_\_  
SupervisorDate

### 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