

## **Management System: Human Resources Advisory Office**

### **Subject Area Description: Employee Benefits/Quality of Work Life**

# **Policy: EMCBC Telework Policy**

**Management System Owner:** Jeff Williams

**Subject Matter Expert:** Jeff Williams

**Issue Date:** 3/1/2016

**Revisions:** 0

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## **1.0 Purpose**

The purpose of this document is to reaffirm the commitment of the Environmental Management Consolidated Business Center (EMCBC) to establish a telework policy and program description. The goals of the policy are to reduce energy consumption and emissions by avoiding commuting to work, improve employees' work life balance work-life needs, and ensure continuity of operations during emergency situations without sacrificing productivity.

## **2.0 Scope & Applicability**

All full-time and part-time permanent EMCBC and Small Sites Federal staff members are eligible to participate with supervisory approval, with certain limitations. Staff members, with current performance ratings of at least Meets Expectations, are eligible to participate in routine, medical, and situational telework (employees with less than satisfactory performance may telework under emergency or medical situations at management's discretion). Those working four 10-hour days per week may request two telework days per pay period under the Routine telework schedule (one day per week); those working the standard 8-hour days may request two days per week (4 days per pay period), and the 5/4-9 (AWS) schedule employees may request three telework 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). Upon supervisory approval, employees may work more than one day a week under a Situational telework schedule. Part-time employees may participate in Routine telework but may have additional restrictions placed upon (via their supervisor) the amount of telework they may accomplish, based on their reduced work schedule. Supervisors may participate in Routine Telework one day per pay period. All steps regarding the employee telework package and training must be followed. This policy may be adopted by Service Level Agreement (SLA) sites, at their discretion.

### **3.0 General Information**

Employee participation in telework is voluntary, except in an emergency situation, and is subject to mission need and management approval.

Telework is a privilege, not an employee entitlement; does not change the terms and conditions of an employee's appointment; and is not a substitute for non-medical dependent care arrangements.

The Telework Program Description, PD-HRAO-322-03 will have the specific details and necessary forms associated with this program.

### **4.0 Exhibits - None**

**5.0 Definitions** – A List of Definitions is found on the main page of the Management System Descriptions.

**EMCBC RECORD OF REVISION**

**DOCUMENT TITLE: EMCBC Telework Policy**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Updated information and format	All	3/1/16