



Environmental Management Consolidated Business Center (EMCBC)

Subject: EMCBC Policy on DOE-Flex

POLICY STATEMENT

APPROVED: Signature on File

EMCBC Director

ISSUED BY: Office of Human Resources

1.0 PURPOSE

The purpose of the policy is to describe the U.S. Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC) position regarding DOE-Flex, a term interchangeable with Telecommuting/Telework.

2.0 APPLICABILITY

All full-time and part-time permanent EMCBC Federal staff members are eligible to participate, with limitations. Non-supervisory, full-time staff members are eligible to participate in routine, medical and situational telework. 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. Part-time staff members and supervisors are eligible to participate in medical and situational telework only. This procedure may be adopted by Service Level Agreement (SLA) sites, at their discretion.

3.0 RESPONSIBILITIES

- 3.1 Employees must complete all required training and then provide to their immediate supervisor a written DOE-Flex package normally 10 work days prior to requested start date. EMCBC IT training is not required for employees located at sites that do not have access to the EMCBC Intranet.
- 3.2 Immediate Supervisor will analyze, evaluate, notify employees of eligibility, and approve or disapprove routine telework package, and make recommendations for the approval or disapproval of medical and situational telework packages to the EMCBC Director, within five business days of receipt. In regards to EMCBC employee's duty stationed at other DOE sites, the site supervisor (if applicable) and the appropriate EMCBC supervisor of record are jointly responsible for approvals and recommendations.
- 3.3 EMCBC Director/Deputy Director will approve or disapprove all DOE-Flex medical and situational packages.
- 3.4 EMCBC DOE-Flex Program Coordinator, Office of Human Resources employee who has program responsibility, i.e. initiating and maintaining local program, issuing local guidance, maintaining records on all applicants, and providing advice and assistance.

- 3.5 Office of Information Resource Management maintains the Flexiplace Accomplishment Tracking (FAT) system, provides IT telework training to potential teleworkers upon request, and notifies EMCBC DOE-Flex Program Coordinator of completed training.
- 3.6 Organizational Timekeeper maintains a copy of each telework package, without medical documentation, verifies telework accomplishments and prints reports in the FAT system, and ensures that telework is properly documented on the timecard for complete timekeeping records.

4.0 GENERAL INFORMATION

- 4.1 Employee participation in DOE-Flex is voluntary, except in an emergency situation, and subject to management approval. Any permanent EMCBC employee may request participation in the program, with limitations, as identified in the telework notice issued by the supervisor. However, the nature of the employee's work such as: working with classified or privacy act information, maintaining DOE work areas, conducting face-to-face meetings, providing front-line customer service, or utilizing office resources may limit the applicability of DOE-Flex for employees.
- 4.2 DOE-Flex is a privilege; not an employee benefit or entitlement; does not change the terms and conditions of an employee's appointment; and is not a substitute for non-medical dependent care arrangements. Anyone approved to participate in DOE-Flex is not assured that this work option will continue indefinitely or become a permanent aspect of their employment. DOE-Flex can only be implemented with the Office of Human Resources (OHR) review and coordination, and written approval of the supervisor for routine telework and EMCBC Director/Deputy Director's approval for situational and medical telework.

There are three types of DOE-Flex:

- 4.2.1 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.
- 4.2.2 DOE-Flex Routine - An approved work schedule where employees regularly work at least one day a week or one day per pay period at an approved alternative worksite. Reasons for routine DOE-Flex arrangements 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.

- 4.2.3 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, have intermittent medical appointments, or other work related projects of a specific limited duration. Situational arrangements may occur more than one-day per week with approval from EMCBC Director or employee's supervisor for weather related occurrences or other rare circumstances.
- 4.3 EMCBC positions eligible for DOE-Flex are those involving tasks and work activities that are portable, do not depend on the employee being at the official duty station, and perform work that is conducive to being evaluated for quality, quantity, timeliness, etc. Positions shall not be excluded as eligible to participate in DOE-Flex on the basis of occupation, series, grade or supervisory status; however, supervisors are limited to medical and situational arrangements only.
- 4.4 Tasks and functions generally suited for DOE-Flex include but are not limited to:
- Policy development;
 - Research;
 - Analysis (e.g. investigating, program analysis, policy analysis, financial analysis);
 - Report writing
 - Telephone-intensive tasks;
 - Computer-oriented tasks (e.g. programming, data entry, word processing, web page design); or
 - Data processing.
- 4.5 In accordance with the Telework Enhancement Act of 2010, an employee may not telework if he/she was 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, and an employee who has been officially disciplined for violations of subpart F 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 [Public Law 111-292, 6502(a)(2)(A)(B)]. This prohibition is in effect for the period of time that the official discipline remains in the Official Personnel File.
- 4.6 Procedures for applying to participate in DOE-Flex and program administration are found in EMCBC Procedures for DOE-Flex (Telework), IP 322-03, Rev 3.

EMCBC RECORD OF REVISION**DOCUMENT**

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

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Issue	All	09/26/06
2	General Revision	All	07/28/08
3	Rewrite of Policy to establish new Procedure IP-322-02, Rev. 1	All	04/29/10
4.	General Revision	All	6/30/11
5.	General Revision	All	6/29/12