



 ***Washington Headquarters  
Telework Program  
Guide*** *For Managers and Employees*

WHS Human Resources Directorate  
Labor & Management Employee Relations  
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***WHS***

# Washington Headquarters Services Telework Program Guide For Managers and Employees

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## Section 1: Introduction

Many factors create a need for employees to continue their work at places other than their traditional worksite. For example, commuting constraints, facilities costs, contingency planning, and the need for constant “connectivity,” all support the need for a strong telework program. Thankfully, the advancements of technology and communication make telework a viable option. Telework is not only a convenience for many employees, but a great tool in support of the DoD mission.

This section explains the basics of telework and provides an overview of the WHS Telework Program and Policy.

### WHS Telework Program and Policy

#### Program Management

Telework is an option for all WHS-serviced organizations. The **Labor and Management Employee Relations Division** of the WHS Human Resources Directorate administers the WHS Telework Program, and each organization has a **Telework Coordinator** to manage the program locally.

#### Policy Documents

Public Law No. 106-346, Section 359, is the statutory basis for the DoD Telework Program, and the WHS Telework Program complies with these general regulations. The WHS Administrative Instruction is currently under review; until it is finalized, we will follow the DoD Telework Policy.

The DoD Telework Policy documents and additional information about the DoD Telework Program may be found online at [www.cpms.osd.mil](http://www.cpms.osd.mil).

## General Policy Statement

It is DoD policy that all eligible employees encumbering eligible positions be afforded the opportunity to telework to the maximum extent possible without adversely affecting performance or organizational missions.

## Telework Basics

### What is Telework

Telework is an arrangement in which employees perform their official duties at a location other than the traditional worksite. This location may be the employee's home, a General Services Agency Interagency Telework Center, or an approved location.

Telework helps DoD to achieve its mission while giving flexibility to its employees.

### Types of Telework

DoD offers two types of telework: "Regular and Recurring" and "Ad Hoc" telework.

- *Regular and Recurring Telework* means an approved work schedule in which employees regularly work at least one day per biweekly pay period at an alternate worksite.
- *Ad hoc telework* means approved telework performed on an occasional, one-time, or irregular

basis. (Telework of less than one day per biweekly pay period is considered ad hoc.)

## Benefits of Telework

Telework offers benefits for the DoD, the employee, and society in general.

### *Telework Benefits for DoD:*

- Promotes DoD as an employer of choice, improving recruitment and retention by offering employees more convenient work arrangements.
- Improves employee effectiveness.
- Allows work to continue during emergencies or other closures.
- Reduces office overcrowding and facilities costs.
- Enhances DoD's efforts to employ and accommodate employees with temporary or continuing health problems.
- Complements continuity of operations program (COOP) plans.

### *Telework Benefits for Employees:*

- Reduces commuting time and costs
- Provides a less-distracting and more comfortable work environment
- Complements traditional or alternate work schedules

### *Telework Benefits for Society:*

- Reduces traffic and parking congestion
- Decreases energy consumption and pollution emissions

## Roles and Responsibilities

Employees at all levels may be involved in telework, either as participants or in management of the program. Below is a list of roles and responsibilities of individuals and organizations involved in the WHS telework program:

Roles	Responsibilities
OSD Principal Staff Assistants (PSAs) and Designated WHS-serviced Organization Telework Coordinator  <i>Role: Program Management</i>	Identify positions eligible for telework. (PSAs may delegate this authority to the lowest supervisory level, or they may establish a panel for determining position eligibility.) (See guidelines at Section 2: "Position Eligibility") Ensure that suitable incumbents of those positions are provided with an opportunity to telework. Ensure that the Organization administers the program in accordance with WHS Telework Policy. Establish and maintain a tracking system for reporting telework participation information to the WHS Telework Program Coordinator. Obtain funding approval or disapproval from Civilian Personnel Management Service (CPMS) for GSA Telework Center reimbursement.
Director, WHS Human Resources  <i>Role: Program Policy, Management, and Oversight</i>	Provide overall policy guidance, advice and assistance on the Telework program. Oversee and coordinate implementation and administration of the Telework Program. Prepare consolidated reports on participation rates and other data, on an annual and/or as-required basis, to forward to the DUSD (CPP).
Assistant Director, LMER  <i>Role: Program Management and Oversight</i>	Serve as the WHS Telework Program Coordinator. Provide guidance to and conduct training for WHS-serviced Organizations on Telework. Consolidate and submit data and information on the WHS Telework Program when responding to reporting requirements. Serve as the liaison between WHS and other agencies on telework matters.
Supervisors  <i>Role: Program Management / Implementation</i>	Provide telework information to employees. Ensure suitable incumbents of eligible positions are offered the opportunity to telework. Review and approve or disapprove telework requests (see Section 2 - "Telework Criteria and

	Qualifications”).
	<p>Manage telework at the immediate implementation level, to include;</p> <ul style="list-style-type: none"> <li>- Completing telework paperwork and forms,</li> <li>- Ensuring adherence to the administrative instructions,</li> <li>- Ensuring adherence to the established work schedule,</li> <li>- Establishing clear work expectations and manage employee performance, and</li> <li>- Regularly reviewing telework agreements and terminating telework if necessary</li> </ul> <p>(See Section 4 - “Performing and Managing Telework”).</p>
	Forward the approved employee’s request to the established Organization Telework Program Coordinator for filing and data tracking.
Employees	Request and obtain approval to telework.
<i>Role: Program Implementation</i>	Determine availability of GSA Telework Center, if desired.
	Complete and submit to the supervisor all appropriate telework documents.
	Adhere to the WHS Telework Program Policies.
	Adhere to the established work schedule and properly account for and report actual hours worked.
	Maintain an appropriate work environment at the alternate worksite.
	Contribute to the identification of performance expectations and then produce the expected results.

## Section 2: Telework Criteria and Qualifications

Telework is appropriate in many circumstances and agencies are required to offer telework to employees in eligible positions. However, certain conditions must be met in order to qualify for telework.

Qualifying Factors are:

- Mission Support
- Position Eligibility
- Employee Eligibility
- Suitability of Alternate Worksite

In short, a *qualified employee*, in an *eligible position* may work *at a suitable alternate location* if it *supports the mission*.

### Mission Support

Mission support is the underlying factor in the suitability of telework in a given situation. Ultimately, telework must *support the mission*. Telework is not an employee entitlement. Management may deny (disapprove) or may terminate telework if it is not compatible with or does not contribute to the organization's mission.

### Position Eligibility

#### Who Determines Position Eligibility

The Principal Staff Assistant (PSA) is responsible for identifying all eligible positions within the Organization. The PSA may delegate this responsibility to an individual or group to make these determinations.

## Position Eligibility Factors

The eligibility of positions is determined according to *functions* and *duties* of the position. Simply put, telework may be appropriate if work activities are portable and may be performed effectively outside the office. In determining position eligibility, organizations should consider what actual work an incumbent might do, and not simply the occupation (career group), pay plan (pay schedule), series, grade (pay band), or supervisory status of the position.

Positions potentially eligible for telework may have:

- Quantifiable or project-oriented job tasks
- Predictable contact with other employees and serviced clientele
- No need for access to classified information
- Easy off-site access to needed technology

Examples of *tasks* that may be suitable for telework:

- Intensive writing
- Policy development
- Research and analysis
- Telephone-intensive tasks
- Computer-oriented tasks
- Special projects

Telework may *NOT* be appropriate for jobs that require:

- Extensive face-to-face contact with supervisor, co-workers & clients
- Frequent access to classified material
- Special facilities or equipment that the agency cannot readily or economically provide

## Employee Eligibility

In order to participate in the Telework Program, employees must incur an eligible position (see "Position Eligibility" above). Employees must also demonstrate their suitability for telework.

### Who Determines Employee Eligibility

After ensuring that the position is eligible, the supervisor determines an employee's eligibility to telework.

### Employee Eligibility Factors

In order to qualify for telework, an employee must demonstrate characteristics indicating his or her ability to effectively work away from the traditional worksite.

Employees eligible for telework will usually display the following *characteristics*:

- Dependable, responsible and conscientious
- Able to work independently and without close supervision
- Highly motivated and self-disciplined
- Able to prioritize work and manage time wisely
- Consistently demonstrate an acceptable level of performance

Telework is *not suitable* for employees who must be in the office to learn the organization, who require on-the-job training, who need close supervision, or who thrive on interaction with co-workers and would suffer from the isolation of working alone.

Employees that may NOT be eligible for Telework include:

- Trainees
- Students or summer-hires
- Employees in entry-level positions or in probationary status
- Employees requiring daily face-to-face interactions at the office
- Employees demonstrating a less-than-acceptable level of performance

### Suitability of Alternate Worksite

The location for telework is any approved place other than the official duty station of the employee. Generally this is the employee's *home* or a *GSA Telework Center*. The suitability of the alternate worksite must be determined and the site approved prior to teleworking.

### Considerations for Working at Home

- Employee must complete the Telework Agreement and Safety Checklist (See appendices)
- Employee must designate one area in the home as the official workstation
- The organization is not responsible for employee's operating expenses (e.g. utilities) for telework
- Teleworking limits the organization's liability for an employee's property or injury
- Telework is not a substitute for dependent care

## Considerations for Working at a GSA Telework Center

Often, a GSA Telework Center is the best alternate work location for an employee wishing to telework. DoD reimburses the telework center for its costs to support the employee.

- The employee must research the location and space availability of a GSA Telework Center and obtain verbal approval of space availability at the center.
- The employee and supervisor must complete the Telecommuting Facility Reimbursement Information Sheet online at <http://www.gsa.gov/teleworkcenters>. Paper forms are no longer accepted.
- The WHS Telework Coordinator works with the Civilian Personnel Management Service to process the reimbursement to GSA.

**Note: Teleworking employees must be available to report to and work at the main worksite on telework days.** In such cases, the employee and supervisor may consider an appropriate adjustment to the employee's telework schedule. In situations where a teleworker is directed to travel to the main office during the regularly scheduled tour of duty (i.e. for an unplanned event), the teleworker's travel time will be credited as hours of work.

## Considerations for Working Outside the Commuting Area:

On rare occasions an employee will request to telework in an area outside the normal commuting area. Special attention needs to be made to ensure the following:

- The official duty station should be established based on the alternate worksite. The supervisor must initiate a Request for Personnel Action to document the change on a Notification of Personnel Action.

- Every effort should be made to provide the necessary equipment within budgetary constraints. Employees may need access to the same supplies they would use if they were normally in the office (printer, paper, toner, post-its, pens, etc.). Some supplies could be mailed from the traditional worksite to the Telework site.
- Organizations need to establish how the employee will receive reimbursement for faxes, copies, and mailings.
- To reimburse the employee for official long distance telephone calls, organizations have the option to use appropriated funds to install telephone lines, issue a calling card or have the employee complete Standard Form (SF) 1164, to receive reimbursement.
- Maintenance of any Government-furnished equipment may require the employee to forward it to the traditional worksite.
- The organization funds all work-related travel outside the employee's normal commuting area, including travel to the traditional worksite.

## Section 3: Initiating Telework

Starting the process is easy. This section explains the three steps needed to get going:

- Determining Eligibility
- Establishing a Telework Arrangement
- Equipping for Telework

### Determining Eligibility

The first step in initiating telework is to determine the eligibility of the position and the employee, and to make sure that the alternate worksite is appropriate for telework. (See section 2: “Telework Criteria and Qualifications” for specific eligibility requirements.)

Basic Steps:

- Organizations should *identify* positions that are eligible for telework and *inform* employees of the opportunity to telework.
- EMPLOYEES interested in telework should *assess* their own eligibility; if they would like to telework, they should then discuss this with their supervisor and *request* to telework.
- SUPERVISORS should *consider* the request and *determine* whether telework is appropriate.

### Establishing a Telework Arrangement

When the supervisor and employee agree that telework is a good option, they should:

- **Establish work requirements/job expectations**  
As with all performance, clear job expectations are essential to success. Before an arrangement can be established, both the supervisor and the employee must have a good idea of what work will be accomplished during the telework (See Section 4, "Performing and Managing Telework," for more information on establishing work requirements).
  
- **Determine a telework schedule**  
The amount of telework and the telework schedule must be determined by the duties and functions of the job. In determining a telework schedule, supervisors and employees should consider several factors, including:
  - The employee's regular work schedule
  - Office "coverage" and possible conflicts with other employees' schedules
  - Regular meetings and other events requiring the employee's presence
  - The need to monitor employee performance

(For more on time and attendance, see Section 4: "Time and Attendance")

- **Complete the required forms**  
Employees working ad hoc telework or regular/recurring telework must complete the Telework Agreement and any other applicable forms. The telework forms are listed below (and included in the appendix of this guide).
  - ✓ Telework Agreement
  - ✓ Telework Safety Checklist (for at-home telework)
  - ✓ Online GSA Telework Facility Reimbursement Sheet (for teleworking at GSA Telework Centers)

## Equipping for Telework

### Basic Guidelines

The two basic guidelines in equipping an employee for telework are:

1. Provide the employee with the tools he or she needs to perform the assigned work from the alternate worksite.
2. Comply with regulations protecting DoD systems, networks, equipment and information.

### Assessing Equipment Needs

Equipment needs for a teleworking employee are determined by the work to be done. The alternate worksite—usually the employee’s home or a telework center—will have much of the basic office equipment needed to perform work, including a desk, chair, telephone, etc. (See Section 2: “Suitability of Alternate Worksite” for additional information on the work environment.) Depending on the work, the organization may need to provide additional equipment to enable telework.

In most situations, teleworking employees will need equipment to:

- ✓ Communicate (email, telephone, fax)
- ✓ Access DoD networks/systems (Government-issued computer)
- ✓ Perform other computer-related tasks

## Use of Government-issued Equipment

- Each organization must determine how best to furnish equipment needed for telework in accordance with the DoD Telework Policy. (See “Guidelines for the Issuance and Use of Government Equipment” at the end of this section.)
- Government-issued equipment may only be used by authorized users and only for official business.
- Employees are responsible for protecting government-issued equipment and information from theft, damage, and improper use.
- Teleworkers continue to be bound by the DoD standards of conduct while working at the alternate worksite.
- Supervisors must properly account for government equipment issued to employees.

**WARNING:** Any work involving CLASSIFIED information may NOT be performed by telework. Check with your security manager to discuss options for accessing classified information at any location other than the traditional worksite.

## Use of Personal Equipment

- Personal Computers *MAY NOT* access DoD systems or networks remotely. Such remote access may only be performed using government-issued equipment.
- Personal Computers *MAY NOT* be used to work on sensitive, unclassified data (including information protected by the *Privacy Act* or *For Official Use Only (FOUO)* information). This must be done with government-issued equipment.
- Personal computers *MAY* be used to work on non-sensitive, unclassified information, with authorization of the Organizational Designated Approving Authority (DAA).

- In some limited circumstances, use of personal computers may be authorized for work on sensitive, unclassified information.
- NOTE: DoD is not responsible for maintaining employee's personal equipment, or for operating costs associated with such use (i.e. utilities, insurance).

### Guidelines for the Issuance and Use of Government Equipment

- Provision and/or installing Government-furnished equipment, including separate phone lines, at alternate worksites is at the discretion of the Organization DAA; every effort should be made to provide the necessary equipment within budgetary constraints. Laptops and docking stations are useful options for teleworkers.
- Supervisors should ensure proper accounting of equipment issued to teleworkers.
- The Organization is responsible for the service and maintenance of all Government-furnished equipment and software, and employees may be required to bring such equipment into the traditional worksite for maintenance.
- If the Organization is otherwise unable to provide equipment needed for telework, excess property shall be considered prior to considering the purchase of new equipment.

## Section 4: Performing and Managing Telework

This section highlights the most important part of telework - the work! Telework is a great option for both employees and the organization, but like all other official actions, it must be managed and performed properly in order to be effective.

This section highlights the processes of performing and managing telework:

- Employee Telework Guidelines
- Time and Attendance
- Terminating Telework

### Employee Telework Guidelines

Because telework must support the mission of the organization, there can be no decrease in productivity. Employees must perform at the same level as if they were at the traditional worksite.

The following tips may help employees to be productive in telework:

- **Establish Clear Work Requirements**

Employees should be involved in the creation of clear job expectations and work requirements to be accomplished through telework. Once clear job objectives are established, employees must perform the work that is expected of them.

- **Plan and Prepare**

Employees should carefully prepare for each telework session. Employees can plan specific tasks to accomplish

and prepare for the work by assembling needed supplies or other materials.

- **Maintain Communication**

Employees should maintain open communication with their supervisor, co-workers and clients during telework. It may be appropriate for teleworking employees to have automated “out-of-office” messages for email and voicemail, indicating how people may reach them.

## **Time and Attendance**

There is no prescribed limit to the number of days allowed for telework. Supervisors and employees should work out arrangements that suit the needs of the organization.

Although it is performed in an alternate location, time and attendance are still essential elements of the telework schedule.

### **Duty Hours**

Teleworking becomes part of an employee’s regular work schedule and employees must maintain their regularly scheduled hours of duty while teleworking. The duty day includes an unpaid 30-minute lunch period.

### **Telework and Alternate Work Schedules**

Telework is compatible with alternate work schedules. Subject to other eligibility requirements, employees on compressed or flexible work schedules may telework.

### **Telework During Emergency Situations or Closure**

In situations where normal government operations are interrupted (because of a natural disaster or weather-

related closure, for example), supervisors may direct teleworking employees to continue to work from their alternate worksite. This contingency should be written into the telework agreement.

## **Timekeeping Codes**

Timekeepers use the following codes in accounting for telework:

- "TW" for regular/recurring telework
- "TS" for situational telework
- "TM" for telework to accommodate a medical condition

## **Managing Employees from Afar**

Effective performance requires good management—and this is as true with telework as with work performed at the traditional worksite. Supervisors may need to learn how to supervise employees they do not see daily and whose work they may not be able to view readily.

Below are some guidelines for supervisors and managers in managing teleworking employees from afar:

### **Establish Clear Work Requirements**

As with any effective management, the first step is to establish clear work requirements and job expectations. Supervisors and employees should discuss the work to be performed and establish clear goals, job objectives and work products to be accomplished through telework.

## **Maintain Communications**

Supervisors should maintain open communication lines with their teleworking employees. Employees should keep their supervisors apprised of their situation, and supervisors should make themselves available for feedback and to provide guidance and direction.

## **Evaluation and Feedback**

In order for telework to support the organization's mission, employees need to know how they are doing. Supervisors accomplish this by regularly evaluating work products and providing feedback to the employee. Supervisors and employees should regularly discuss the telework arrangement and make adjustments as necessary.

## **Termination**

If the supervisor determines that the telework arrangement is no longer appropriate, he or she may terminate the agreement with written notice. Since telework is voluntary, employees may also request for the telework agreements to be terminated by providing their supervisory advance written notice.



GSA Telecenter  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Other approved alternative worksite  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **Changes to Telework Arrangement**

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

### **Work-at-Home Telework**

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

### **Official Duty Station**

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is \_\_\_\_\_

The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

### **Time and Attendance, Work Performance and Overtime**

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

### **Security and Equipment**

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DoD at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government furnished equipment

Where the employee has been approved by the Component DAA to use their personal computers and equipment for telework on non-sensitive unclassified data, remote access software must not be loaded into employee's personal computers for official purposes. The employee is responsible for the installation, repair and maintenance of all personal equipment.

The Component is responsible for the maintenance of all Government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the Component's request.

### **Liability and Injury Compensation**

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government

business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

**Standards of Conduct**

The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment.

**Mileage Savings**

The employee estimates that the telework arrangement will result in a reduction of approximately \_\_\_\_\_ miles traveled in commuting per week.

**Termination of the Telework Agreement**

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

**Date of Commencement**

The telework arrangement covered by this Agreement will commence on:

\_\_\_\_\_

*(Date)*

**Signatures:**

\_\_\_\_\_  
**Employee** **Date**

\_\_\_\_\_  
**Supervisor** **Date**

## Appendix B

<b>SAMPLE SAFETY CHECKLIST</b>	
<p><b>DoD TELEWORK PROGRAM</b> The following checklist is designed to assess the overall safety of the home worksite. The participating employee should complete the checklist, sign and date it, and return it to his or her supervisor (and retain a copy for his or her own records).</p>	
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	<b>Yes</b> [ ] <b>No</b> [ ]
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?	<b>Yes</b> [ ] <b>No</b> [ ]
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	<b>Yes</b> [ ] <b>No</b> [ ]
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	<b>Yes</b> [ ] <b>No</b> [ ]
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	<b>Yes</b> [ ] <b>No</b> [ ]
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	<b>Yes</b> [ ] <b>No</b> [ ]
<b>Employee's Signature</b> _____ <b>Date</b> _____	

NAME: \_\_\_\_\_ COMPONENT: \_\_\_\_\_

POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA: \_\_\_\_\_

\_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

## GSA TELEWORK CENTER

<u>MARYLAND</u>	<u>VIRGINIA</u>
<p><b>Bowie State University Telecommuting Center</b>  <a href="http://www.tc.bowiestate.edu">www.tc.bowiestate.edu</a> (a nongovernment website)            Bowie State University            14000 Jericho Park Road, Bowie MD 20715            POC: Joyce Larrick            (301) 860-4939 FAX (301) 352-4513</p> <p><b>Frederick Telework Center</b>  <a href="http://www.ibacorp.us/datacenter.html">www.ibacorp.us/datacenter.html</a> (a nongovernment website)            7340 Executive Way, Suite M            Frederick, MD 21704            POC: Tonita Hickey            (301) 698-2700 Ext. 101,            FAX (301) 696-2848</p> <p><b>Hagerstown Telework Center</b>  <a href="http://www.hagerstowntelework.org">www.hagerstowntelework.org</a> (a nongovernment website)            14 North Potomac Street, Suite 200a            Hagerstown, MD 21740            POC: Michael j. Pelligrino            (301) 745-5600 FAX (301) 766-2050</p> <p><b>Prince Frederick Telework Center (Formerly Calvert Center)</b>  <a href="http://www.teleworkmd.org">www.teleworkmd.org</a> (a nongovernment website)            205 Steeple Chase Drive #305            Prince Frederick, MD 20678            POC: Jill Wathen            (301) 934-7628 FAX (301) 934-7675</p> <p><b>Waldorf InTeleWork Center</b>  <a href="http://www.teleworkmd.org">www.teleworkmd.org</a> (a nongovernment website)            128 Smallwood Village Shopping Center            Waldorf, MD 20602            POC: Jill Wathen            (301) 934-7628 FAX (301) 934-7675</p> <p><b>Laurel Lakes Telework Center</b>  <a href="http://www.teleworkmd.org">www.teleworkmd.org</a> (a non government website)            13962 Baltimore Avenue            Laurel, MD            POC: Jill Wathen            (301) 934-7628 FAX (301) 934-7675</p>	<p><b>Fairfax City Telework Center</b>  <a href="http://www.nocommute.org">www.nocommute.org</a> (a nongovernment website)            4031 University Drive, 1st Floor            Fairfax, VA 22030            POC: Darryl Dobberfuhr            (703) 367-3000 FAX (703) 367-0126</p> <p><b>Herndon Telework Center</b>  <a href="http://www.nocommute.org">www.nocommute.org</a> (a nongovernment website)            150 Elden Street            Herndon, VA 20170            POC: Darryl Dobberfuhr            (703) 367-3000 FAX (703) 367-0126</p> <p><b>Manassas Telework Center</b>  <a href="http://www.nocommute.org">www.nocommute.org</a> (a nongovernment website)            9500 Godwin Drive, Building 105            Manassas, VA 20110            POC: Darryl Dobberfuhr            (703) 367-3000 FAX (703) 367-0126</p> <p><b>Fredericksburg (Formerly Spotsylvania)</b>  <a href="http://www.nocommute.org">www.nocommute.org</a> (a nongovernment website)            4956 Southpoint Parkway            Fredericksburg, VA 22407            POC: Jennifer Alcott  <a href="mailto:jtalcott@nocommute.org">jtalcott@nocommute.org</a>            (540) 710-5001 FAX (540) 710-5004</p> <p><b>Stafford County Telework Center</b>  <a href="http://www.nocommute.org">www.nocommute.org</a> (a nongovernment website)            24 Onville Road, Suite 201            Stafford, VA 22556            POC: Jennifer Alcott  <a href="mailto:jtalcott@nocommute.org">jtalcott@nocommute.org</a>            (540) 710-5001 FAX (540) 710-5004</p> <p><b>Woodbridge Telework Center</b>  <a href="http://www.nocommute.org">www.nocommute.org</a> (a nongovernment website)            13546 Minnieville Road            Woodbridge, VA 22192            POC: Jennifer Alcott  <a href="mailto:jtalcott@nocommute.org">jtalcott@nocommute.org</a>            (540) 710-5001 FAX: (540) 710-5004</p> <p><b>Winchester Telework Center</b>  <a href="http://www.nettechcenter.net">www.nettechcenter.net</a> (a nongovernment website)            2281 Valley Avenue            Winchester, VA 22601            POC: Linda Whitmer  <a href="mailto:linda@nettechcenter.net">linda@nettechcenter.net</a>            (540) 450-2222 FAX (540) 678-1939</p>
<p><b><u>WESTR VIRGINIA</u></b></p> <p><b>Jefferson County (Biz Tech)</b>  <a href="http://www.jctc.org">www.jctc.org</a> (a nongovernment website)            150 Burr Boulevard            Kearneysville, WV 25430            POC: Beverly Bolger            (304) 728-3051, Ext. 252, FAX (304) 728-3068</p>	