



Read the terms and the explanations (on following pages) before you fill in the request.

Telework Request

Employee Name: _____

Start Date _____

Duration Estimate _____ (e.g. 1-2 days)

End Date _____ (up to one year)

Certification

By typing your name below, the employee certifies that (s)he has read the terms of this agreement and the instructions, and agrees to follow the policies and procedures outlined in them as well as all other applicable regulations, policies, and procedures.

Employee Typed Signature: _____ **Date:** _____

Work Email: _____

Job Title: _____

Group/Agency COR: _____

Group/Agency POC: _____

Usual Work Location: _____

Location of Telework: (address) _____

Phone While Teleworking: _____

Check appropriate boxes, referring to explanations below:

General Telework – consider me for any type of telework.

Surprise Telework (snow, building closure, etc.)

Regularly Scheduled Telework (very few on this status)

Government Furlough/Shutdown (federal resources may not be available)

Tasks to work on during telework (be specific)

List any government issued equipment needed:



Telework Terms (Must Read)

The following constitutes an agreement on the terms and conditions of the telework arrangement for working at an authorized alternative workplace between the Employee and Integrated Statistics. A copy of the agreement will be retained by Laura Shulman and by employee.

Voluntary Participation

The employee voluntarily agrees to work at the approved alternative workplace indicated in Section I of the Telework Request. The employee and supervisor agree to follow all applicable policies and procedures established by the company. The employee recognizes that the telework arrangement is an additional method to accomplish work that must go through several layers of approval. The first step is filling out this form.

Follow Up

The employee is required to follow-up the period of telework with a summary of work accomplished, and/or with submission of deliverable as applicable. The summary shall be provided to Integrated Statistics immediately on completion of the day of telework, or to the Federal Point of Contact and the COR upon return to the primary place of performance. The summary is provided to Integrated Statistics so that Integrated Statistics can use the summary to support time sheets. ***If you do not send your summary to the IS office promptly, then we cannot use it to support the invoice and we will not get paid. If IS is not paid, then you will not be paid, and your teleworking privileges will be revoked.***

Official Duty Station and Alternative Workplace

All pay, leave, and travel entitlement are based on the official duty station as shown in Section I of the Telework Application and Agreement.

Alternative Workplace Costs

The employee understands that the Integrated Statistics will not be responsible for any operating costs that are associated with the use of the employee's home as an alternative workplace, for example, home maintenance, insurance or utilities.

Reimbursements

The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations.

Equipment/Supplies

The employee agrees to protect any Government-furnished equipment and/or supplies and to use the equipment only for official purposes. The employee is responsible for maintaining, installing, and the servicing of any personal equipment needed. *Note that government issued equipment is not available during government furlough/shutdown.*

Salary and Benefits

A telework arrangement is not a basis for changing the employee's salary, benefits, or entitlements.

Overtime

The employee agrees to work overtime only when ordered and approved in writing by the government point of contact and in advance of working the overtime. The employee understands that overtime work without such approval may not be compensated and may result in termination of the telework arrangement.

Leave

The employee agrees to follow established office procedures for requesting and obtaining approval of leave. The employee understands that if an emergency condition occurs either affecting the alternative workplace or the Federal government, the employee must contact the Integrated Statistics office and follow appropriate dismissal or leave requesting procedures.



Time and Attendance Reports

The employee is responsible for ensuring the accuracy of time and attendance reported for the employee's work at the official duty station and the alternative workplace.

Conducting Personal Business

The employee agrees not to conduct personal business at the alternative workplace while in an official duty status.

Liability

The employee understands that Integrated Statistics is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace.

Safety and Worker's Compensation

The employee understands that (s)he is covered by worker's compensation if injured in the course of performing official duties at authorized work locations. The employee agrees to notify the Integrated Statistics office immediately of any accident or injury that occurs and to complete any required forms.

Standards of Conduct

The employee agrees to abide by the same Ethical Conduct Standards while on telework as when working on site in official duty.

Disclosure

The employee agrees to protect any records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a, and all other regulatory guidance controlling the protection and use of government records.

Termination

Either party may terminate the Telework agreement with reasonable advance notice, generally two (2) administrative work weeks, but not less than seven (7) calendar days, and require the employee to resume working at his/her official duty station.

Compliance with this Agreement

The employee's failure to comply with the terms of this agreement may result in the termination of this agreement and the telework arrangement. Failure to comply with the provisions of this agreement may also result in appropriate disciplinary or adverse action against the employee.

Telework Policy Explanation

Why do we need this form?

The contract says we have to document telework, for you to be able to work at home.

Which boxes do I check?

- If you want any teleworking privileges, check the General Telework box. (This puts you on record as requesting telework privileges).
- Check more boxes if you want.

What is regular telework?

That is when you work at home, on a regular basis. Each time you work at home, finish the day by 1. Emailing us a summary of what you did (so we can prove you did stuff) 2. Putting the telework dates along with the WAH in the Notes field (so we can correlate your timesheet with your telework request).



What is surprise telework?

Unpredictable telework that pops up for reasons such as a snowstorm, a closure for flood/power cut, day of mourning, etc. The process is the same as for regular telework, but your permission to telework vanishes when the power comes back on or you can safely drive to work again.

What is shutdown telework?

Every shutdown is different, but we are pretty sure that government resources are not necessarily available and you should plan to use your own equipment. Resources means things like the network or shared files.

How do I request telework?

1. Come up with a set of tasks that you can work on while on telework.
2. Work with your Fed POC to ensure that the tasks are practicable, within scope, and contribute to progress.
3. Complete this form.
4. Save it as a PDF. Write your name and that you agree to the terms. Do not save it as Word, PDF graphic, or anything fancy, because that means special handling and extra time. If you are feeling kindly towards Emma, save the file with your last name and the date in it (eg DVORAK Telework Request 121418.pdf)
5. Email the form to edvorak@integratedstatistics.com
6. Keep a copy of the PDF on your computer.
7. Every time there is surprise telework, open up that PDF, update the dates, tasks, and anything else that has changed, save it with a new name, and email the updated form to us.
8. We will email you with approval or denial by your COR.

Why do we do it this way?

We mash all the PDF forms into a spreadsheet so the COR can approve (or not) of those tasks.

General Tips

- Government resources may not be available during shutdowns.
- Government VPNs and other network resources have very limited access during surprise telework events, so you will be competing for access. Tasks you can do independently are more certain bets.
- There is no downside to completing a general telework request. We support realistic telework requests.
- Read the form, the terms, and the instructions.
- Check your work email so you can get current info.
- You are responsible for the telework reporting, both on the timesheet and by sending the summary. If you did not end up teleworking, tell us that.