

## TELEWORK AGREEMENT

Employee	Job Title
Grade and Job Series	Supervisor

1. Employee volunteers to participate in the program and to adhere to applicable policies, guidelines, and procedures. Agency concurs with employee participation and agrees to adhere to applicable policies, guidelines and procedures.

2. Participation in the program will last \_\_\_\_\_ commencing on \_\_\_\_\_ and ending on \_\_\_\_\_ .

3. Employee's official duty station tour of duty will be from \_\_\_\_\_ to \_\_\_\_\_ (e.g., 8:30 A.M to 5:00 P.M. including a one-half hour non-paid lunch period) on the following days: \_\_\_\_\_ .

Employee's telework tour of duty will be from \_\_\_\_\_ to \_\_\_\_\_ on the following days:

\_\_\_\_\_ .

- Fixed schedule in accordance with local guidance and/or collective bargaining agreement.
- Flexitime in accordance with local guidance and/or collective bargaining agreement.
- AWS in accordance with local guidance and/or collective bargaining agreement.

Number of Days per Week Telework is Authorized:     1     2     3     4     5

4. Employee's Official Duty Station address:	5. Approved Alternative Worksite Address:
	Phone Number:

6. These dates/times may be modified as needed to meet mission requirements as required or approved by the supervisor in accordance with local guidance and/or collective bargaining agreement.

7. All pay, leave, and travel entitlements will be based on the employee's official duty station.

8. Employee's timekeeper will have a copy of the employee's telework schedule and will record the time and attendance as if performing official duties at the official duty station.

9. If leave is taken, employee will notify the supervisor following the local guidance and/or collective bargaining agreement.

10. Employee will continue to work in pay status while working at the alternative work site. If employee works overtime that has been approved in advance, he/she will be compensated in accordance with applicable law, regulations, or other pay guidance. The employee will not work in excess of his/her prescheduled tour of duty (including overtime, compensatory time, religious time, or credit hours) unless he or she receives permission from his or her supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from the telework program or other appropriate action.

11. If employee uses Government equipment, employee will use and protect the Government equipment in accordance with Agency policy and procedures. Government-owned equipment will be serviced and maintained by the government. If an employee provides his/her own equipment he/she is responsible for purchasing and installing any software, servicing it and maintaining it. Use of personally owned computer equipment to connect to the DLA network is approved if appropriate security software is installed and security procedures are followed to avoid risk of intrusion or impact to the DLA environment.

12. DLA retains the right to inspect the home work site, by appointment only, to ensure proper maintenance of Government-owned property and safety standards, provided management has reasonable cause to believe that a hazardous work environment exists.

13. DLA will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using DLA equipment in the employee's residence, except to the extent DLA is held liable by the Federal Tort Claims Act or claims arising under the Military Personnel and Civilian Employees Claims Act.

14. DLA will not be responsible for operating, maintenance, or any other costs (e.g., utilities) whatsoever associated with the use of the employee's residence. The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the government, as provided by statute and implementing regulations.

15. Employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official alternate work site. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor. Because an employment-related accident sustained by a telework employee will occur outside of the premises of the official duty station, the supervisor must investigate all reports as soon as practical following notification.

16. 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 purposes of telework.

17. Employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.

18. All assignments will be completed according to the work procedures, guidelines and standards stated in the employee's performance plan.

19. Employees will apply approved safeguards to protect Government/DLA records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, PL 93-679, codified at Section 552a, Title 5 USC.

20. Employees shall manage all files, records, papers, or machine-readable material and other documentary materials, regardless of physical form or characteristics, made or received during telework in accordance with DLAI 5015.1, DLA Records Management Procedures and Records Schedule.

21. No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative work site. For Official Use Only and sensitive non-classified data may be taken to alternative work sites if necessary precautions are taken to protect the data, consistent with DoD regulations.

22. Telework will be terminated if it adversely affects the performance of the employee.

23. Supervisors have the authority to call any employee in to the official duty station for mission needs at any time. Call back outside the telework hours/dates are handled in accordance with established policy and/or collective bargaining agreement.

24. After appropriate notice to the supervisor, the employee may cancel the telework arrangement.

25. The employee continues to be covered the the DLA standards of conduct while working at the alternative work site.

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

27. Employee acknowledges that he/she has read and understands the Privacy Act Statement on page 3 of this form.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

If either the supervisor or employee cancels this agreement, fill in the information on page 3.

If either the supervisor or employee cancels this agreement, fill in the information below.

Cancellation Date:

Cancellation was:

Employee-initiated

Supervisor-initiated

Reason(s) for cancellation:

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Public Law 106-346, Sec. 359, Transportation Appropriations Act, 2001 (Telecommuting).

**PRINCIPAL PURPOSE(S):** Information is collected to register individuals as participants in the DLA alternate workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices for determining equipment and software needs; for ensuring appropriate system safeguards are in place, and for managing technological risks and vulnerabilities.

**ROUTINE USES:** Information may be disclosed for any of the Routine Uses published by DLA and posted at [http://www.defenselink.mil/privacy/notices/dla/dla\\_preamble.html](http://www.defenselink.mil/privacy/notices/dla/dla_preamble.html).

**DISCLOSURE:** Disclosure is voluntary. However, failure to provide the requested information may result in our inability to include you as a participant in the alternate workplace program.

**DLA PRIVACY ACT SYSTEM NOTICE S330.10 APPLIES**