

Future of Work - Telework and Remote Work Pilot

This 1-year pilot will start January 1, 2023, and end on January 1, 2024. During the pilot, all regular and recurring telework or remote work arrangements will be required to adhere to the requirements as identified in this proposal. During the pilot, and consistent with the procedures listed below, agency officials may utilize two different work models in addition to traditional onsite work arrangements:

(1) Regular and Recurring Telework up to 8 days a pay period.

(2) Local Area Remote Work.

In the absence of a mutual agreement of the parties to continue or modify the pilot provisions, the parties will revert to the telework provisions in the collective bargaining agreement and terminate remote work arrangements.

PILOT PROCEDURES:

A. REGULAR AND RECCURING TELEWORK: Employees may be allowed to telework up to eight (8) days per pay period, subject to supervisory approval. Employees that participate in this work model will be required to report to the traditional worksite at least twice per biweekly pay period. Activities have the option to establish core days.

- a) **CORE DAYS:** Core days are the days established by the organization that an employee must perform work at their officially assigned traditional work site. Regardless of work schedule, every employee officially assigned to a traditional worksite must be physically present to work at the traditional work site for the complete workday on “core day(s)” (unless in an approved leave status, or approved situational telework status, etc.). Situational telework will not be used to on a regular basis to avoid the core day requirement.
- b) **RECALLABLE DISTANCE:** An alternative worksite (typically an employee’s residence) must be within a proximity that is considered to be a reasonable recallable distance to the traditional worksite. As a general rule of thumb, a recallable distance is 2-hours/100 miles from the official worksite. Supervisors should not rely solely on the 2-hour/100-mile rule of thumb as the basis for determining whether an employee would be “recallable.” Travel conditions vary by geographic locations and supervisors are encouraged to confirm travel time prior to approving a telework request.

- c) NEW EMPLOYEES: New employees are required to have a 60-day DLA acclimation period before any regular and recurring telework. The MSC, J/D Code Directors may waive or modify the 60-day requirement.
- d) TRAINEES: Trainees (e.g., on a formal development program, entry-level career ladder position, etc.) must have a minimum 60-day acclimation period before any regular and recurring telework and a 60% onsite presence requirement in the 1st year.
- e) DESK SHARING, HOTELING AND HOT DESKING ARRANGEMENTS: MCSs/Sites, with a 30-day local union notice, may implement Desk sharing, Hoteling or Hot Desking arrangements for employees who are authorized to telework more than 50% of their work schedule. Additionally, employees who telework more than 50% of the time will not be eligible for any dedicated, paid/subsidized parking. The following conditions are mandatory in all Hoteling, Hot Desking, and Desk Sharing programs in DLA:
 - i) The Agency, at the local level, must consult with the local union 30-days in advance that they are implementing a Hoteling/Hot Desking/Desk Sharing Program. During that 30-day period, the union local may submit items for management to consider when implementing the program.
 - ii) Participants will be held to the same measures of work performance and accountability as employees working in traditional DLA workspace.
 - iii) All employees are required to follow established core duty hours regardless of work location.
 - iv) Employees who do not work at their assigned work location greater than or equal to 50 % of their workdays in a work week due to any combination of regularly scheduled telework and alternative work schedule days, and part-time employees who work in the office less than 3 days a week, will not be guaranteed a dedicated, exclusive workspace at their DLA organization.
 - v) Employees who withdraw from the telework program will be provided a dedicated workspace; however, it is not guaranteed to be the same dedicated workspace they had prior to the Pilot.
 - vi) Employees who do not have a dedicated, exclusive workspace at their DLA organization will reserve DLA workspace under a hotel reservation system, occupy DLA workspace through hot seating, or occupy DLA workspace under a desk-sharing arrangement.
 - vii) Participants in such programs will be provided appropriate equipment to support successful job performance while teleworking. “Appropriate” is defined as that equipment which is normally provided to DLA teleworkers based on current policy and practice.
 - viii) Employees will be provided with lockable storage to store personal belongings and sanitary wipes for employee use at the hoteling and/or hot seating location.

- ix) The Agency may terminate such programs, or any individual's participation in such programs, based on business/mission need.
 - x) DLA management has the right to terminate any individual's participation in such programs based on mission, performance and/or conduct.
 - xi) Approving officials have the sole and exclusive discretion to determine the number of days per week and alternative work location to ensure teleworkers can be effectively recalled to the duty location, if needed, from the alternate worksite. All alternate worksites must be within a recallable distance from the traditional work site.
- f) **EMPLOYEE PARTICIPATION:** Employee participation in telework is a voluntary arrangement and indicated by an approved telework agreement. All employees participating in the pilot telework program must adhere to the on-site reporting requirements identified in this pilot as applicable.
- g) **ELIGIBILITY:** All employees who telework must meet the following requirements:
- i. **POSITION ELIGIBILITY:** Employees must occupy a telework eligible position
 - ii. **DISCIPLINE:** Not permanently, statutorily barred from telework based on certain misconduct and not have a disciplinary action in their record during the prior 18-month period (12 months for reprimands) from the date they request to telework
 - iii. **LEAVE RESTRICTION:** Not be under a letter of leave restriction
 - iv. **PERFORMANCE:** Be performing at least a Fully Successful level (e.g., not on a PIP or rating of record less than fully successful)
 - v. **APPROVAL:** Have an approved telework agreement on file
 - vi. **TRAINING:** Complete mandatory DLA Telework Program training
 - vii. **NETWORK ACCESS:** Be able to remotely access the DLA network

B. LOCAL AREA REMOTE WORK: Under this model, employees may work from an approved remote location in the local area. By regulation, the alternative work site would become their duty station.

- a) **AGENCY APPROVAL:** It is within the sole and exclusive discretion of the agency to exercise their right to determine if a remote work arrangement will be approved, including the duty location.

- b) **DUTY LOCATION REQUIREMENTS:** The remote work duty location may not result in paying a higher rate of geographic locality pay than the official work site.
- c) **ELIGIBILITY:** All employees must meet the following requirements:
 - i. Proven ability to work independently
 - ii. Performance must be at least Fully Successful (e.g., not on a PIP or rating of record less than Fully Successful)
 - iii. Not have a disciplinary action in their record during the prior 18 months, 12 months for a letter of reprimand)
 - iv. Not engaged in conduct that would have resulted in a statutory bar from telework
 - v. Not be under a letter of leave restriction
 - vi. Be able to remotely access the DLA network
 - vii. Employee's position doesn't involve working with classified information
 - viii. Sign a remote work agreement
- d) **RECALLABLE:** Due to mission requirements, local area remote workers may be instructed to report to the traditional worksite at any time. When such a recall or scheduled onsite work assignment occurs, local travel pay and compensation is not authorized.
- e) **DESK SPACE:** Local area remote workers will not be provided a dedicated, exclusive workspace at their DLA organization. When it is necessary to report to the traditional worksite, such employees would utilize desk sharing, hoteling, or hot desking as applicable to their local work unit.
- f) **NEW EMPLOYEES:** New employees are required to have a 60-day DLA acclimation period before any local area remote work arrangements can be approved. The MSC, J/D Code Directors may waive or modify the 60-day requirement.
- g) **TERMINATION OF ARRANGEMENT:** A local area remote work arrangement may be terminated when no longer in the best interest of DLA and its mission; based on either employee performance, conduct issues, mission, or organizational needs, etc. If an employee's remote work assignment is terminated, then his or her position will be returned to the original DLA duty station.

C. GRIEVANCES: Grievances during the pilot are limited to not following pilot procedures. Third party adjudicator (e.g., arbitrators) remedial actions may not impact the sole and exclusive discretion of agency management and may not exceed the initial term of the pilot.

FOR THE UNION

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FOR THE EMPLOYER

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