



**U.S. Department of  
Transportation**

**ORDER  
DOT 1501.1A**

**DEPARTMENT OF TRANSPORTATION  
TELEWORK POLICY**

**DISTRIBUTION: All Secretarial Offices and Heads of Operating Administrations**

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1. **PURPOSE**

a. This order sets forth the revised policy, authority, criteria, and responsibilities for managing telework in the U.S. Department of Transportation (DOT).

b. This order addresses managing telework in all situations, including regular telework, ad hoc telework, and telework in emergency situations. The goal is to promote telework by DOT employees with appropriate controls for performance accountability, safety, and information security.

2. **CANCELLATIONS**

DOT Order 1501.1, DOT Telecommuting Policy, dated March 26, 2003.

3. **SCOPE**

This order is applicable to all DOT components and employees.

4. **AUTHORITIES**

a. DOT Information Technology and Information Assurance Policy Number 2006-22: Implementation of DOT's Protection of Personally Identifiable Information dated September 21, 2006.

b. U.S. Office of Personnel Management (OPM) Guide to Telework in the Federal Government dated August 2006.

c. DOT Continuity of Operations Plans (COOP) dated June 2005, and DOT draft Pandemic Influenza Plan dated March 31, 2006.

d. General Services Administration (GSA) Federal Management Regulation; Guidelines for Alternative Workplace Arrangements dated March 17, 2006.

e. OPM Memorandum to Heads of Executive Departments and Agencies, Subject: Washington, DC Area Dismissal or Closure Procedures dated November 20, 2006.

f. OPM Memorandum to Heads of Executive Departments and Agencies dated February 9, 2001. This guidance advised agencies to review existing telecommuting policies and procedures, identify and remove barriers that inhibit participation, and establish objective eligibility criteria to identify jobs suitable for telecommuting.

g. The FY 2001 DOT Appropriations Act, enacted October 23, 2000 (P.L. 106-346). Section 359 of this law requires agencies to establish policies under which eligible employees may participate in telecommuting to the maximum extent possible without diminished employee performance.

- h. OPM Guide to Processing Personnel Actions, Chapter 23, dated September 21, 2000.
- i. Federal Preparedness Circular 65, dated July 26, 1999, and FPC 67, dated April 30, 2001.
- j. Public Law Number 104-52, Treasury, Postal Service and General Government Appropriations Act of 1996, §620 (31 U.S.C. §1348, note).
- k. Memorandum for the Heads of Executive Departments and Agencies; Subject: Expanding Family Friendly Work Arrangements in the Executive Branch dated July 11, 1994.

5. **DEFINITIONS**

- a. Alternate Work Arrangement. An alternate work arrangement provides flexibility in work locations, work schedules, work hours, and other work arrangements. This may include the use of flexible and compressed work schedules, telecommuting, virtual offices, job sharing, and/or other distributed work arrangements.
- b. Alternate Worksite. A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telework center, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers.
- c. Classified National Security Information or Classified Information. Information that has been determined pursuant to the provisions of Executive Order 12958, as amended, Classified National Security Information, to require protection against unauthorized disclosure.
- d. DOT Components. DOT Operating Administrations, the Office of the Inspector General, and the Office of the Secretary.
- e. Emergency Functions. Functions that must be maintained for the continuity of critical agency operations in dismissal or closure situations.
- f. Emergency Situation. A situation when normal facilities are not available or when public health situation guidance requires social distancing to avoid the spread of disease.
- g. Emergency Teleworker. An employee, who performs emergency functions and because of those functions may be directed by management to continue to work at his or her alternative worksite during emergency situations when normal facilities are not available.
- h. Excess personal property/equipment. Any personal property that is no longer required by the holding agency for the discharge of its responsibilities.

- i. For Official Use Only (FOUO) Information. Unclassified information and materials that may be exempt from mandatory release to the public under the Freedom of Information Act and/or the Privacy Act.
- j. Hoteling. Shared office space used by teleworkers on a drop-in, as needed basis. These non-dedicated, non-permanent workspaces are reserved in advance and are distributed on a first-come, first-serve basis. The space is equipped with standard office technology, such as phones, computers or laptop docking stations, faxes, printers, copiers, computer network connection, internet access, etc.
- k. Mission Essential Functions. Functions that must be maintained for continuity of essential services during extended emergencies or other unique situations.
- l. Mission Essential Teleworker. A teleworker who is expected to remain in contact with his or her agency at all times during any closure situation and who may be called upon to work at his other alternative worksite during extended emergencies or other unique situations.
- m. Official Duty Station. The city or town, county, and State identified as the official location of the employee's position of record. For a teleworker, the official duty station must be determined on a case-by-case basis.
- n. Personally Identifiable Information (PII). Any information about a human being, living or deceased, that is maintained by the agency and that permits the identity of an individual to be reasonably inferred by either direct or indirect means, including name, social security number, biometric records, education, financial transactions, and medical information.
- o. Secure Remote Access (SRA). The ability of an authorized user to access a DOT network from outside the traditional network security boundary and to maintain that remote access link in a secure fashion.
- p. Sensitive Information. Public Law 100-235, the Computer Security Act of 1987, defines sensitive information as any information which, if subject to unauthorized access, modification, loss, or misuse, could adversely affect the national interest, the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. Sensitive data at DOT also include proprietary data.
- q. Sensitive Personally Identifiable Information (SPII). Any personally identifiable information, that if released for unauthorized use, is likely to result in substantial harm to the individual to whom such information relates. The term refers to first and last name, address, or home telephone number of an individual, in combination with any of the following related to the individual: social security number, driver's license or state-issued identification number, taxpayer identification number, security code, access code, password, personal identification number, financial information, medical information

protected under the Health Insurance and Portability Accountability Act of 1996, biometrics, and investigations which can link an individual to any item above.

r. Sensitive Security Information (SSI). Information obtained or developed in the conduct of security activities, including research and development, the disclosure of which the Secretary of Transportation, or the Secretary of Homeland Security, or the designee of either, has determined would constitute an unwarranted invasion of privacy (including, but not limited to, information contained in any personnel, medical or similar file); reveal trade secrets or privileged or confidential information obtained from any person; or be detrimental to transportation safety, 49 CFR Part 15, Protection of Sensitive Security Information, is the governing regulation for SSI within DOT.

s. Sensitive Unclassified Information. Within DOT, sensitive unclassified information is a broad term that describes sensitive information as defined above. It also includes information that may be provided to DOT by private individuals or companies with the understanding that, to the extent permitted by law, DOT will not publicly disclose it. It includes law enforcement, contracting, procurement, proprietary, security, financial, PII, and other information that may be exempt from disclosure under the Freedom of Information Act, 5 USC Section 552, and information protected from disclosure by the Privacy Act of 1974 (Privacy Act Information). The DOT currently designates this information as either For Official Use Only or, as applicable, Sensitive Security Information.

t. Telework Center. A facility that provides workstations and other office facilities/services that is utilized by employees from several organizations, and is used as a geographically convenient alternative worksite for its users. The facility is typically on a fee-for-use or service basis.

u. Teleworker. An employee who performs a portion of or all duties at an alternative worksite under a telework agreement. The employee may be approved as a teleworker on a regular, recurring schedule for a minimum of 1 day per week; or on a temporary basis or situational basis; or as an emergency or mission essential teleworker.

v. Telework. Telework means work performed by an employee at an alternative worksite instead of the location of the employee's assigned organization. Alternative worksites may include the employee's home, a telework center, a field installation, or other location. Telework may also be referred to as flexi-workplace and telecommuting. (Note: working at home before or after an employee's official hours is not telework unless it is an alternate work arrangement approved by the supervisor. The OPM defines such work as remote work or work extension.)

w. Telework Agreement. A written agreement completed and signed by an employee and appropriate official(s) in his or her agency/staff office or operating administration that outlines the terms and conditions of the telework arrangement.

x. Virtual Office or Virtual Workplace. A work environment in which employees work cooperatively from different locations using a computer network (in lieu of a single building or other single physical location). The physical location of the employees in the virtual workplace is generally dispersed.

6. **POLICY**

a. DOT recognizes the importance of telework and encourages the use of telework by its components to the maximum extent possible. Establishing a telework program at DOT is consistent with and supports departmental mission and performance goals and improves the Department's capability to support homeland and national security requirements. Properly administered, telework improves individual and organizational productivity; helps reduce highway congestion and mobile source emissions; serves as a recruitment and retention tool; and improves worklife quality. Moreover, it is an effective and efficient means for continuing critical functions when staff cannot travel to a central office due to geographical incidents, national disasters, extended emergencies or local incidents such as snowstorms or major traffic problems.

b. Each DOT component must establish and implement a telework policy consistent with departmental policy. The DOT components' policy shall prescribe a means for identifying employees in eligible positions and will require employee telework agreements. The DOT components' policies may allow employees in a probationary status to telework provided adequate measures are established to observe and evaluate their performance.

c. Eligible employees, including supervisors and managers, will be provided the option of teleworking at least 1 day per week, consistent with the intent of Section 359 of PL 106-346 in section 7 of this order. Eligible employees who are unable to telework once a week due to organizational or personal considerations, are to be offered the opportunity to telework at least 1 day per pay period.

d. Employees shall be given the opportunity to establish an alternative work schedule and also telework. Employees who are injured, recuperating, and/or physically limited may be able to work at home and complete work assignments while minimizing sick leave.

e. Supervisors shall be responsible for applying the eligibility criteria specified in this policy to determine if the job characteristics of a particular position and the incumbent of that position are eligible to telework.

f. DOT components will hold executives, managers and supervisors accountable for approving and monitoring employee telework performance. To the extent appropriate, telework work objectives with results-oriented measures will be in the performance plans of supervisors and managers.

- g. DOT components may establish additional telework termination criteria, as deemed necessary for continued operations. However, a decision to terminate or modify an employee's telework agreement shall not be arbitrary, and it must be in accordance with collective bargaining agreements, where applicable.
- h. Management reserves the right to require employees to return to the official duty location on scheduled telework days, based on operational requirements.
- i. DOT components may provide government equipment to employees approved for telework. It is permissible, but not mandatory, for components to authorize reimbursement for all or part of services such as internet and telephone lines if such services are essential to teleworking. If a component chooses to provide such reimbursement, it must specify eligibility criteria and procedures for obtaining the reimbursement in its telework policy and include the specifics of the individual reimbursement arrangement in the employee's telework agreement.
- j. DOT components are not responsible for any operating costs associated with an employee's use of his or her personal residence as an alternative worksite. This includes home maintenance, insurance and/or home utilities.
- k. Remote computing access to the DOT infrastructure supporting telework, Continuity of Operations Plans (COOP), and other emergency situations will be provided by the DOT Office of the Chief Information Officer (CIO) to the Office of the Secretary and the modes within the Common Operating Environment through the Working Capital Fund. SRA technology provides this capability from most government and non-government computers located outside of traditional DOT facilities. Specific policies and procedures supporting SRA are provided by the Office of the CIO independently of this telework order.
- l. Appropriate information security measures and procedures will be maintained. DOT components shall ensure that classified information, personally identifiable information, proprietary information and/or other sensitive data are handled and protected in accordance with applicable laws, regulations and policies. Employees who telework are to utilize the required security protections, such as encryption, for all classified and sensitive information and follow this and/or other Departmental policies as they pertain to the protection of information system resources.
- m. Telework is not intended to serve as a mechanism to provide child or elder care services at home, or to perform any other activities unrelated to the employee's official duties. It is the responsibility of the employee to ensure that a proper work environment is maintained.
- n. Telework, especially hoteling, shall be considered as an alternative work method when planning for any building renovation in the Washington, DC, Metropolitan Area or any other DOT regional or field location.

o. DOT components are encouraged to market the use of telework in vacancy announcements as a tool for attracting potential applicants, retaining current employees, and providing reasonable accommodations for employees with disabilities, as well as for employees housed in Federal buildings undergoing renovation projects, emergency situations, and for addressing other needs.

p. DOT components shall fulfill their labor relations obligations before implementing telework policies and procedures for bargaining unit employees. Negotiated union/management telework agreements should establish the telework goals and objective.

## 7. **ELIGIBILITY**

The following position and employee criteria described in this section shall apply when determining eligibility:

a. Position Eligibility Criteria. Positions that have the following characteristics are eligible for teleworking:

- (1) Work activities are portable and are not dependent on the employee being at the traditional worksite. Portable work activities and tasks generally suited for telework include, but are not limited to, policy development, research analysis, program analysis, policy analysis, financial analysis, report writing, telephone-intensive tasks (excluding receptionist duties), computer-oriented tasks, data entry, word processing, Web page design or data processing.
- (2) Work activities are conducive to remote supervisory oversight because of clear and measurable performance standards and results.
- (3) Adequate technology for off-site work is available. Materials and information necessary to perform the duties of the position can readily be moved to and from the Federal office consistent with data and systems security requirements, including Privacy Act Protection requirements.
- (4) Necessary interaction with co-workers, subordinates, superiors, and customers can be maintained electronically or by telephone without adversely affecting customer service or unit productivity.
- (5) Other position eligibility criteria that management determines to be appropriate, consistent with the Department's goals and objectives of telework.

b. Positions not Generally Eligible for Telework. Some characteristics, tasks and duties generally are not suitable for telework. These include, but are not limited to the following:

- (1) Positions that require the employee to have daily, in-person contact with co-workers, supervisory officials, customers, or the general public in order to be effective.
- (2) Positions where operational requirements dictate employee presence at a specific work location.
- (3) Positions that require routine access to classified information, unless required storage and equipment are readily available and the employee's servicing security organization has approved the telework arrangement in writing in advance.

c. Employee Eligibility Criteria. Supervisors are to assess individual performance characteristics and criteria when considering an employee for a telework arrangement. Employee eligibility criteria, at a minimum, shall include the following:

- (1) A performance rating of record of at least fully successful, or the equivalent, with no documented need to improve performance.
- (2) Demonstrated dependability and the ability to work independently.
- (3) The ability to prioritize work effectively and utilize good time management skills.
- (4) Compliance with Federal Government and agency standards of conduct.

## 8. **EMPLOYEE EXPECTATIONS**

- a. Supervisors must hold employees accountable for the achieving the results established in employee performance appraisal plans. Teleworkers are to be treated no differently than non-teleworkers concerning achieving results. If work assignments are written into telework agreements, supervisors and employees must have a common understanding of work objectives, desired results, and evaluation criteria. Measurement tools, such as status reports, progress reviews, and milestones may be used to measure and evaluate employee performance.
- b. Telework employees are 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 objectives in the employee's performance plan.
- c. The performance elements and standards for teleworkers shall remain the same as non-teleworkers performing the same or similar duties.

d. Employees are bound by Federal Government and agency standards of conduct while working at an alternative worksite. By signing a telework agreement, employees acknowledge they understand and accept the Standards of Ethical Conduct for Employees of the Executive Branch while working at the alternative worksite.

e. For work-at-home arrangements, the teleworker is generally required to designate one area in the home as the official work or duty area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to the official work area.

## 9. **TELEWORK AGREEMENT**

a. Telework agreements are required for employees who have been approved to telework on a regular basis or for an emergency situation. All telework agreements must be signed by the employee and his or her supervisors and returned to their servicing human resource office.

b. A request by the employee to change scheduled telework day(s) in a particular week or bi-weekly pay period must be submitted in advance and approved by the supervisor.

c. A permanent change in the telework arrangement requires a new or modified telework agreement.

d. If a telework agreement has an adverse impact on employee or agency performance, or an employee no longer meets eligibility criteria, a supervisor can terminate and/or modify the employee's agreement as appropriate, by providing notice to the employee.

e. A telework arrangement does not alter the terms and conditions of the appointment as specified on the employee's Notification of Personnel Action, Standard Form 50. However, an employee's official duty station may change if he or she does not regularly commute into the office. All pay, leave, and travel entitlements must be based on the employee's official duty station. The telework arrangement must not affect other conditions of employment (e.g., hours of duty) unless otherwise specified in the telework agreement.

f. The telework agreement should state the telework days and hours the employee will work.

g. All DOT employees who access DOT systems as part of their telework arrangement must sign the Rules of Behavior agreement and agree to the conditions of the DOT Employee Security Awareness Guide issued by the DOT Office of the CIO, which is located at: <http://communities.dot.gov>.

## 10. **TERMINATION OF A TELEWORK AGREEMENT**

Telework arrangements may be terminated by either management or the employee by written notification of termination of the telework agreement, except in emergency situations. Reasons for termination of a telework agreement may include a decline in performance or productivity, or if the telework arrangement no longer benefits the organization or the employee's needs.

## 11. **TRAINING**

a. To support an effective telework program, DOT components should provide telework training for supervisors and employees. The training should include the following:

- (1) An overview of the telework program including eligibility criteria and standards.
- (2) Useful tips that help supervisors and employees understand how the program is to function, including: strategies for managing an effective telework arrangement that may include how to manage for results, compatible work projects, perform performance management responsibilities under a telework arrangement, schedule and track work assignments, and ensure effective communication.
- (3) The security requirements for DOT systems and the protection of Sensitive Security Information, FOUO data, PII, and proprietary information.

## 12. **SECURITY AND EQUIPMENT**

a. No employee may take classified documents to a telework location unless arrangements have been approved in advance, and in writing, by the component's servicing security organization based upon need and demonstrated compliance with all applicable security requirements.

b. Employees who telework are to utilize the required security protections and follow DOT policies as they pertain to the protection of information and information system resources. These policies require that all data on mobile devices, including memory sticks and CD-ROMS which carry agency SPII be encrypted, unless a waiver is specifically approved by the DOT Chief Information Security Officer. Employees who access information containing SPII remotely shall use SRA, which will be provided by the Office of the CIO. Visit <http://communities.dot.gov> for access to DOT policies, standards, and guidelines. If you have difficulty in locating this document, contact the DOT Office of the CIO or your Operating Administration CIO.

- c. Electronic records containing SPII may not be saved to personal equipment or media. Secure Remote Access prevents accessed information from being written to non-government computer storage devices.
- d. Employees shall not authorize any other person to use any government-furnished equipment.
- e. The employee is responsible for all installation, service, and maintenance of all personal equipment. The agency shall be responsible for the maintenance of all government furnished equipment. The employee may be required to bring government-equipment into the office for maintenance. The employee must return all government-furnished equipment and material to the agency at the conclusion of telework arrangements or upon the agency's request.
- f. The employee must sign appropriate user agreements to install government-furnished software on personal equipment.

13. **SAFEKEEPING OF GOVERNMENT MATERIALS/DOCUMENTS/EQUIPMENT**

- a. Transfer of sensitive unclassified information, including Sensitive Security Information, FOUO data, PII, and proprietary information to an alternate worksite shall be minimized. An employee should take from the worksite only the sensitive information absolutely necessary for the expected telework. Documents and other information shall be under the continuous direct control of the teleworker whenever it is being transported from the traditional worksite to the alternative worksite. It should be transported only in a closed container (e.g., briefcase or zipped case). At no time should a teleworker openly review sensitive information while using public transportation or in a car or vanpool where unauthorized persons might be able to observe it. Teleworkers are reminded that any files containing sensitive information, including PII, introduced into a computer at an alternative worksite must be permanently deleted before their departure from the site.
- b. Sensitive unclassified information, including the categories of information mentioned in the above paragraph, shall be stored in a locked desk, briefcase, or file container at the alternative worksite (home, telework center, satellite location, etc.) when not under the employee's direct control. Computer privacy screens which block PC screen visibility to other persons shall be used when sensitive information is displayed on a computer monitor at an alternative worksite where others have access.
- c. Employees shall minimize transfer of hard copy records containing SPII from the permanent worksite to an alternate worksite. An employee must have a supervisor's specific written approval to take hard copies that contain SPII to an alternate workplace. Employees must transport documents containing SPII in a locked container. Employees may not remove from their worksite documents containing SPII about multiple individuals and may not under any circumstances remove an Official Personnel Folder (OPF) from the government worksite. When teleworking using or accessing an electronic OPF (eOPF), the requirements of paragraph 14b apply. Additionally, the users of eOPF must clear the browser cache and close the browser before leaving the computer.

- d. Employees must immediately notify their supervisor of any lost or stolen equipment, media, or data. Supervisors are responsible for immediately notifying their servicing security organization and their Operating Administration CIO. For instructions on how to report cyber or PII incidents, visit <http://communities.dot.gov> for access to DOT policies, standards and guidelines.
- e. Some restrictions may be suspended in an emergency situation when more records are needed for continuity of operations. Employees and supervisors shall be notified of any changes.
- f. Neither family members nor other non-government individuals are authorized to handle and/or view any government sensitive unclassified information.
- g. Employees shall leave with their supervisor an inventory of sensitive information that they physically take to an alternate worksite so proper notifications may be made regarding the information in the event of its loss or theft.

14. **DISPUTES**

- a. DOT encourages resolution of all workplace disputes at the lowest possible level. DOT supervisors and employees are encouraged to resolve any disagreements or disputes regarding telework on an informal basis. Alternative dispute resolution processes are available to DOT employees. Visit: <http://www.dot.gov/ost/ogc/CADR/index.htm> However, if telework disputes remain unresolved, formal processes are available. Contact your HR office for procedural assistance.
- b. DOT components shall identify dispute resolution mechanisms for use when informal resolution of telework disputes is not possible. This does not require the development of new procedures.

15. **TELEWORKING IN EMERGENCY SITUATIONS**

- a. Under an agency's COOP, Concept of Operations (CONOPS), and emergency evacuation plans employees may be designated as performing emergency or mission essential functions. The designation of functions should be identified in an agency's plan to continue necessary operations in an emergency, extended emergency, or evacuation. Employees performing emergency or mission essential functions should be informed, and an agreement to perform such functions should be reflected in an employee's telework agreement.
- b. Telework to perform emergency functions may be initiated when a worker is notified by supervisory, management, or departmental authorities. Because all emergency situations cannot be anticipated, employees performing emergency functions may be provided less than a 1-business day notice that they should report to their telework duty station. Employees should maintain appropriate equipment, supplies, and reference materials for emergency functions at their telework location.

c. Telework to perform mission essential functions may be initiated for an extended emergency. Under the COOP and CONOPS, supervisors and managers should develop more than one communication mechanism, such as telephone trees or email alerts, to provide adequate and timely notice to employees that emergency telework to perform mission essential functions has been initiated. If possible, the notice should allow time for employees to obtain appropriate equipment, supplies, and material at their telework locations.

d. Managers and supervisors may waive criteria for position eligibility and employee eligibility to ensure that emergency and mission essential functions are performed and to effectively implement their agency's COOP, CONOPS, and evacuation plans. Managers and supervisors should take appropriate steps to ensure that effective employee performance is maintained.

e. If an agency closure occurs due to an emergency on an employee's telework day, the employee can be required to continue working from the alternative worksite.

f. The employee must agree to follow the policy of their DOT component staff office regarding excused absences for emergency situations affecting a telework site.

g. The employee will follow the policy of their DOT component staff office regarding an excused absence from duty during an emergency if the emergency adversely affects the telework site (e.g., disruption of electricity); if a teleworker faces a personal hardship that prevents the employee from working successfully at the telework site, or if the teleworker's duties are such that he or she cannot continue due to loss of contact with the regular worksite.

16. **ORGANIZATIONAL POLICY REQUIREMENTS**

Each OA is responsible for the development of a policy or the revision of its current policy in accordance with the guidelines established in this policy. The Operating Administrations' policies will be provided to the Department.

17. **REPORTING REQUIREMENTS**

Annual summary reports on telework shall be submitted to the Assistant Secretary for Administration, through the Departmental Director of Human Resource Management, from the head of each Operating Administration, the Inspector General, and the Office of the Secretary by March 31 of each calendar year.

18. **EVALUATION**

To evaluate the overall effectiveness of the DOT Telework Program, DOT components shall collect both qualitative and quantitative information about their internal telework program, including employee perception of the program, concerns from employees and their supervisors, costs, benefits, training programs, and any unanticipated issues that arise.

**Appendix A**

**SAMPLE ANNUAL REPORTING FORM**

DOT Component: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Telework Reporting Category</b>	<b>Current Annual Total</b>	<b>Cumulative Total</b>
Number of permanent employees		
Number of eligible positions		
Number of employees who telework at least 1 day per week		
Number of employees who telework at least 1 day per pay period		
Number of employees who telework or work away from the traditional office on an infrequent basis		
Temporary telework based on medical issues		
Number of teleworkers in all categories using telework centers		
Total number of employees who telework		
Percentage of eligible employees who telework at least 1 day per week		
Overall percentage of eligible employees who telework		

**Appendix B****SAMPLE TELEWORK AGREEMENT**

**Organization** \_\_\_\_\_ **Employee** \_\_\_\_\_

Please read the following carefully.

**Voluntary Participation**

The participant voluntarily agrees to work at the approved alternate workplace indicated below and agrees to follow all applicable policies and procedures. The participant recognizes that such an arrangement is not a right, but an additional method that DOT may approve for the sole purpose of accomplishing work objectives.

\_\_\_\_\_ The participant and DOT component agree to a minimum of \_\_\_ month(s) unless unforeseeable difficulties require earlier cancellation.

\_\_\_\_\_ The participant and DOT component agree that the participant will telework in the event of emergency, extended emergency, or evacuation.

**Salary and Benefits**

Salary and benefits will not change as a result of the arrangement.

**Duty Station and Alternate Workplace**

Indicate official duty station: \_\_\_\_\_

Indicate approved alternate work place: \_\_\_\_\_

**Note:** All pay, leave, and travel entitlements are based on the official duty station.

**Work Schedule and Tour of Duty as follows:**

The official tour of duty will be: (Specify days, hours and location.)

<b>Days</b>	<b>Hours</b>	<b>Location</b>

## **Time and Attendance**

The timekeeper, as well as the supervisor and employee, will have copies of the work schedule. The supervisor will certify biweekly the time and attendance for hours worked at the official duty station and the alternate workplace.

Employees will log in, call, or email their supervisor, a copy to the timekeeper when they begin and end their tour of duty at a telework site.

## **Leave**

Leave taken during the scheduled work hours must be approved by the supervisor in advance.

## **Overtime**

Overtime will be worked only when ordered or approved by the supervisor in advance.

## **Equipment and Supplies**

The employee will protect any government-furnished equipment and will use the equipment only for official purposes. The DOT Office of the CIO, Information Technology Services Organization (or other designated provider), will conduct training and information to employees on how to install, service, and maintain government-furnished equipment (e.g., ADP, communications equipment). The employee will install, service, and maintain any personal equipment used. The DOT component may reimburse the employee for business related long distance telephone calls and may provide supplies. Government-furnished equipment will need to be brought back by the employee to the designated government maintenance point.

## **Security**

All DOT employees who engage in the telework program shall sign the rules of behavior and agree to the conditions of the DOT Employee Security Awareness Guide located at <http://communities.dot.gov> to view the guide. If you have difficulty in viewing the guide, contact the DOT Office of the CIO.

Any telework involving access to classified information at an alternate worksite shall be approved in writing and in advance by the employee's servicing security organization.

Employees who telework are to utilize the required security protections and follow DOT policies as they pertain to the protection of information and information system resources. DOT components or the CIO should determine if they are required to have Secure Remote Access in order to telework.

Employees are responsible for immediately notifying their supervisors regarding any lost or stolen equipment, media, or data.

Hard copy records or electronic records stored on removable media that contain Sensitive Personally Identifiable Information may not be transported to an alternative worksite unless approved in advance by the employee's supervisor and only under the circumstances and conditions stated in this policy.

### **Liability**

The government will not be liable for damages to personal or real property while working at the approved alternate workplace except to the extent the government is held liable by the Federal Tort Claims Act of the Military Personnel and Civilian Employees Claims Act. Those employees working at home are subject to all applicable government regulations and DOT orders.

### **Work Area**

The work area should be adequate for the performance of official duties.

### **Worksite Inspection**

The alternative workplace must be inspected by the supervisor, or certified by the employee, that the area is appropriate to conduct assigned work.

In any case where the employee will have access to classified national security information at an alternate worksite, including any residence or other non-government location, the employee agrees to allow his or her servicing security organization to inspect that site for the purpose of ensuring compliance with all regulations governing the protection of classified information. In any case where such an inspection is not permitted, and in any instance where the servicing security organization determines that classified information cannot be or is not being properly protected, the employee may not have access to classified information at that site.

A Safety Checklist should accompany a "work at home" request to ensure that proper safety issues are addressed.

### **Alternative Workplace Costs**

The government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative work site, for example, home maintenance, insurance, and/or home utilities. However, 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. If approved, telework center use will be billed to and paid for by the participant's organization. A Telework Facility Reimbursement Information Sheet must be completed before a telework arrangement can begin using such a center.

### **Injury Compensation**

Federal Employee's Compensation Act provisions apply to persons performing official duties at the official alternate duty station. The supervisor must be notified immediately of any accident or

injury that occurs at the alternative workplace. The supervisor will investigate such a report immediately.

### **Telework During Emergencies**

If you are performing functions that are essential to your organization during emergencies, and you will need to operate from an alternate worksite, your organization may need to set-up suitable telecommunication capabilities and equipment at the telework site.

### **Work Assignments**

Please indicate work assignments that will normally be completed in accordance under this telework agreement which the supervisor and employee agree upon. No personal business, dependent care, home repairs or other activities not related to the specific assignments outlined should be conducted at the alternative site.

<b>Task(s)</b>	<b>Brief Description</b>

### **Emergency or Mission Essential Functions**

Please indicate any emergency or mission essential functions that the supervisor and the employee agree that are to be performed by the employee. The employee understands that by performing emergency or mission essential functions, he or she may be directed to telework.

<b>Function(s)</b>	<b>Brief Description</b>

### **Hard Copies that Contain SPII**

Please describe the type of hard copies of documents containing SPII that you take to your telework site.

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### **Performance**

The supervisor may require regular status reports. A decline in performance may be grounds for canceling the telework agreement.

## Disclosure

Government records should be protected from unauthorized disclosure or damage and should comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

## Standards of Conduct

Federal standards of conduct apply to employees working at an alternate worksite.

## Cancellation

Telework arrangements may be terminated by either management or by the employee with a written notification of termination of the telework agreement, except in emergency situations. A 30-day advance notice is required for employees proposing to use a telework center. Reasons for termination of a telework arrangement may include a decline in performance or productivity or if the arrangement no longer benefits the organization's needs.

## Other Action

Nothing in this agreement precludes DOT from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this agreement.

## Equipment Needed

Please indicate any equipment needed to facilitate telework. Please note that telework centers have computers, telephones, etc.

Equipment	Brief Description

Signature indicates an understanding and acceptance of the provisions of the telework agreement.

\_\_\_\_\_  
**Employee's Signature**

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

\_\_\_\_\_  
**Supervisor's Signature**

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

**Please provide a copy of the signed Telework Agreement and Safety Checklist to your servicing Human Resource Office, Attention: Telework Coordinator.**

**Retain the original for your records.**

## Appendix C

### SAMPLE SAFETY CHECKLIST FOR HOME-BASED TELEWORKERS

The following checklist is designed to assess the overall safety of your alternate duty station. Please read and complete the self-certification safety checklist. Upon completion, you and your supervisor should sign and date the checklist in the spaces provided.

Name:

Organization:

Address:

City/State:

Business Telephone: \_\_\_\_\_ Telework Coordinator: \_\_\_\_\_

The alternate duty station is:

\_\_\_\_\_

(Home Address)

**Describe the designated work area in the alternate duty station:**

\_\_\_\_\_

#### **A. Workplace Environment**

1. Are temperature, noise, ventilation, and lighting levels adequate to maintain your normal level of job performance? ..... Yes [ ] No [ ]
2. Are all stairs with four or more steps equipped with handrails? ..... Yes [ ] No [ ]
3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? ..... Yes [ ] No [ ]
4. Do circuit breakers clearly indicate if they are in the open or closed position? ..... Yes [ ] No [ ]
5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)? ..... Yes [ ] No [ ]

6. Will the building's electrical system permit the grounding of electrical equipment? ..... Yes[  ]No [  ]
7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? ..... Yes[  ]No [  ]
8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? ..... Yes[  ]No [  ]
9. Do chairs have any loose castors (wheels) and are the rungs and legs of the chairs sturdy? ..... Yes[  ]No [  ]
10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? ..... Yes[  ]No [  ]
11. Is the office space neat, clean, and free of excessive amounts of combustibles? ..... Yes[  ]No [  ]
12. Are floor surfaces clean, dry, level, and free of worn or frayed seams? ..... Yes[  ]No [  ]
13. Are carpets well secured to the floor and free of frayed or worn seams? ..... Yes[  ]No [  ]
14. Is there enough light for reading? ..... Yes[  ]No [  ]

**B. Computer Workstation (if applicable)**

1. Is your chair adjustable? ..... Yes[  ]No [  ]
2. Do you know how to adjust your chair? ..... Yes[  ]No [  ]
3. Is your back adequately supported by a backrest? ..... Yes[  ]No [  ]
4. Are your feet on the floor or fully supported by a footrest? ..... Yes[  ]No [  ]
5. Are you satisfied with placement of your monitor and keyboard? ..... Yes[  ]No [  ]
6. Is it easy to read the text on your screen? ..... Yes[  ]No [  ]
7. Do you need a document holder? ..... Yes[  ]No [  ]
8. Do you have enough leg room at your desk? ..... Yes[  ]No [  ]
9. Is the screen free from noticeable glare? ..... Yes[  ]No [  ]

- 10. Is the top of the screen eye level? ..... Yes[ ]No [ ]
- 11. Is there space to rest the arms while not keying? ..... Yes[ ]No [ ]
- 12. When keying, are your forearms close to parallel with the floor? ..... Yes[ ]No [ ]
- 13. Are your wrists fairly straight when keying? ..... Yes[ ]No [ ]

\_\_\_\_\_  
**Employee's Signature**

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

\_\_\_\_\_  
**Immediate Supervisor's Signature**

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

**Approved [ ]      Disapproved [ ]**

**Please provide a copy of this form to your servicing Human Resource Office, Attention: Telework Coordinator.**

Retain the original for your records.