

NMFS/Office of Science and Technology

Telework Implementation Procedures

This Telework Implementation Procedure is not meant to duplicate, but to provide procedural guidance as to how the NOAA and NWFS Telework Policy will be implemented within S&T.

Teleworking is required to be a “seamless” method of operations whereby employees may work from an alternate site (either from home or another office location) in such a way as to remain available to the office and staff by telephone and email unless covered by prior agreement. Teleworking is a management option (requiring management approval), rather than an employee benefit, and does not change the terms and conditions of employment. The operational needs of NOAA are paramount. Employees who telework do not have an automatic right to continue to telework. Telework agreements are subject to supervisory approval.

Management shall provide at least two (2) administrative work weeks before modifying or terminating a telework agreement to allow the affected employee to make necessary arrangements. The reason for termination will be documented in a telework form (See NOAA Telework Termination Form A-3) signed by the approving official in the organization and furnished to the affected employee. This does not preclude management from requiring an employee to report to work on a specific telework day when the needs of the office dictate.

Each participating employee must read the on-line NOAA Telework Policy (<http://www.wfm.noaa.gov/pdfs/Telework-Policy-no-forms.pdf>) to become eligible and must have a signed/approved teleworking agreement prior to any teleworking. The agreement is valid for one year beginning each October 1st and therefore must be approved annually in order for the employee to continue to telework. The original agreement will be approved by the supervisor and Division Chief, and filed with each division, with a copy provided to each employee.

On a scheduled day of telework, if required by their supervisor, an employee can be directed to report to the office. When feasible, employees will be given at least one (1) business day’s notice when directed to report to work.

Additional Selection Factors for Consideration

In determining if telework is appropriate, the office director has determined that the following additional factors are required to augment the basic eligibility requirements.

1. Core hours (9:00am to 3:30pm) shall be adhered to.
2. S&T shall have in place procedures allowing for proper monitoring and certifications of teleworkers’ time working to ensure that they are paid for work performed and any leave is properly accounted for. Refer to <http://ohrm.do.gov/information/handbook/handbook.htm> for additional information.

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3. Telework hours and a contact telephone number shall be identified in Google Calender and on the teleworker's office telephone voice messaging system. Those employees not willing to provide their home telephone or personal mobile number on the office telephone voice messaging system can elect to use the Call Forward or EC500 (if applicable) features of the Avaya Telephone System to auto-forward calls.
4. E-mail messages shall be checked at a minimum of hourly.
5. Telephone calls/messages shall be returned within ten minutes.
6. A software script to maintain connectivity to the NMFS Virtual Private Network (VPN) can be obtained from NMFS HelpDesk at 301-427-8888 with the ST6 Division Chief's pre-approval.
7. Proper monitoring and certification of employee work time is critical to the success of the program and whose accounting of work is required by the General Accounting Office. It will be up to each Division Chief's discretion to require a sign-in/sign-out email for employees participating in a Telework Agreement. If required, the email messages shall include the following minimum information.
 - a. For Sign-In Message:

I am logging in to telework.
Contact Information:
Cell: 301.555.1212
Home: 301.555.3434

As of this morning, I have access to the following:

 - Email
 - Google
 - Internet
 - Network Drives G, H (personal), and S (shared)

Proposed Schedule:
8:30 AM to 5:00 PM

Expect to be away from phone and email between Noon – 12:30 PM

Planned Activities (or accomplishments when logging off):

 1. PA&E Budget Overview
 2. EOP FY2009 POPs
 3. Project ABC
 - b. For Sign-Out Message:

I am logging off from teleworking.
Summary of Accomplishments:

 - Teleconference with XYZ Team
 - Completed review of PA&E Budget

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- Finished reading T&A Policy
- Didn't finish EOP POPs

8. A teleworker's office space may be temporarily used by others when the space is needed.
9. Contractors working for S&T are subject to their specific company's telework policy. COTR's shall ensure that an appropriate telework policy is identified within each contract vehicle.
10. Prior supervisory approval is required for any deviations or changes in Fixed Telework Agreements. A supervisor may require an employee to switch telework days in order to meet office obligations.
11. Use of Intermittent or Episodic telework for "snow days" or other emergencies is warranted provided that:
 - a. Telework Agreements are in place and approved prior to usage.
 - b. A request for activation is approved by the supervisor by 8:00 pm of the previous day. Approval can be either verbal or via an email message.
 - c. Meets all other general telework conditions.
12. The employee or organization should already have the basic equipment to do the work. Any employee participating in telework shall have a suitable work space, internet access, a computer, and a telephone in order to perform their normal duties. Management is under no obligation to provide Government-owned equipment to its employees solely for the purpose of teleworking.
13. Employees may not use duty time for providing dependent care, or for any purpose other than official duties.

For forms or questions please contact S&T Telework Liaison, Camille Jones (301) 427-8152, or the NMFS Telework Coordinator, Natalie Huff (301) 427-8025.

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Reference:

National Marine Fisheries Service Instruction 36-103-01; NOAA Fisheries Telework Policy; November 29, 2004.

(<https://reefshark.nmfs.noaa.gov/f/pds/publicsite/documents/procedures/36-103-01.pdf>)

National Oceanic and Atmospheric Administration; Telework Policy; November 28, 2003. (<http://www.wfm.noaa.gov/pdfs/Telework-Policy-no-forms.pdf>)