TELEWORK DATA SHAREPOINT PROCEDURES

An electronic copy of all forms, memoranda, telework agreement(s) and any supporting documentation will be maintained in the Telework SharePoint site by the Human Resources Operations and Policy Division, Work Life and Benefits Branch, and the Office of the Chief Human Capital Officer (OCHCO) SharePoint Administrator. Telework Agreements contain privacy information; therefore, access to the OCHCO SharePoint Telework site will be restricted to OCHCO staff that has a need to know to perform their duties including the Work Life and Benefits Branch Chief and the Agency Telework Coordinator.

1. **Forms Required for Telework include:**

1.1 Fixed Schedule

- NRC Form 621, "Employee Request to Participate in Telework" (to be filled out by the employee)
- NRC Form 622, "Evaluation of Employee Request to Participate in Telework" (to be filled out by the supervisor)
- NRC Form 624, "NRC Telework Workplace Program Agreement" (to be filled out by the employee)
- NRC Form 625, "Employee Self-Certification Safety Checklist" (to be filled out by the employee)
- Telework Training Certificate (mandatory effective November 20, 2014)

1.2 Project Based

- NRC Form 624, "NRC Telework Workplace Program Agreement" (to be filled out by the employee)
- NRC Form 625, "Employee Self-Certification Safety Checklist" (to be filled out by the employee)
- Telework Training Certificate (mandatory effective November 20, 2014)

Full-Time Telework and Special Circumstances Work at Home Requests:

1. A memorandum signed by the Office Director/Regional Administrator requesting Full-Time Telework or Special Circumstances Work at Home Request.
2. Full Time Telework Agreement or Special Circumstances Work at Home Plan (template provided by OCHCO).

Accessing the Telework Agreement List in SharePoint:

1) From the OCHCO SharePoint site, click on "Sites" in the Quick Launch bar on the left-side of the screen.

2) Under All Site Content, click on “WorkLife & Benefits”
3) Under the Lists menu click on “Telework Agreements”

Adding a New Agreement:

1) From the top of the Telework Agreements list, click on “Items” under List Tools, and click on “New Item” to add a new agreement.
2) Enter required data for the new agreement.
3) Click on the “Attach File” icon at the top of the New Item window to attach required forms, memos, certificates, etc. Click on the “Browse” button to locate the file to be added. Click on the file and then click “Open” and then “OK”. The file will appear at the bottom of the new item window. Repeat this step for each attachment.
4) Click “Save”.

Modifying or Inactivating an Agreement:

1) From the top of the Telework Agreements list, place your cursor over the “Last Name” column and click on the arrow to the right to view the menu options.
2) Click on “Show Filter Choices”. Use the small arrow on the “Last Name” field to access the list of last names of employees with telework agreements. Typing the first few letters of the last name you are searching for will allow you to find the name faster.
3) Click on the last name of the employee to select the employee record.
4) Click on the plus (+) next to “Office”.
5) Click on the plus (+) next to “Type of Telework”.
6) Click in the checkbox to the left of the name.
7) Under “List Tools” near the top of the page and click on “Edit Item” (Clicking on “View Item” will allow you to view information on a teleworker).
8) Update appropriate information. If an agreement has become inactive, remove the checkmark for the “Active” field. Click “Save”.