

**OVERVIEW:**

Public Law 106-346, § 359 of Oct. 23, 2000 and the Telework Enhancement Act of 2010 require agencies to establish a policy under which eligible employees of the agency may participate in telework to the maximum extent possible without diminished employee performance. Telework enables employees to do productive work away from the traditional office. Teleworking is a practical solution to environmental and other quality of life issues, as well as work life challenges.

For more information about the NRC Telework Program, please refer to Article 7, "Telework" of the Collective Bargaining Agreement.

**TABS:**

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**RESPONSIBILITIES Tab:****OCHCO Responsibilities**

- Retain a record of all agency teleworkers
- Disseminate information to office managers and staff
- Provide day-to-day guidance for employees about telework policies
- Review draft documents and provide guidance/edits to staff and Branch Chiefs prior to formal concurrence
- Generate statistical reports for a variety of stakeholders (e.g., Labor Management Partnership Council, office management)
- Compile information for OPM annual data call

**Office Responsibilities**

- Confirm employee eligibility
- Confirm completion of telework training available through iLearn
- Coordinate with corporate offices to obtain concurrence (for special circumstances and full-time telework agreements)
- Obtain appropriate approvals for all telework agreements (see the Types of Telework tab to determine the required approvals)
- Submit all telework agreements to OCHCO via email to [Telework.Resource@nrc.gov](mailto:Telework.Resource@nrc.gov). This includes both approvals and denials.
- Review full-time agreements annually using NRC Form 709, Annual Evaluation/Extension of Full-Time Telework Agreement

**Employee Responsibilities**

Employees should submit Telework forms for any of the reasons listed below. Temporary or short-term changes to a telework schedule should be discussed with the supervisor, but may not require new forms to be submitted.

- Prior to an employee beginning to telework
- Prior to a change in assignment or change in duties (e.g., rotation, detail, reassignment, new position)
- Agreement parameters change (e.g., change in the number of days per week/pay period, change to alternate worksite location, etc.)
- Type of telework changes (e.g., Project Based changing to Fixed-Schedule, etc.)

NOTE: An employee may also submit a request for telework as a reasonable accommodation directly to the Agency Reasonable Accommodation Coordinator.

Below are key steps to a successful telework experience:

## CONDUCT A SELF-ASSESSMENT

A good telework arrangement starts with a good self-assessment. Employees should consider the following factors in making an honest determination about their telework capabilities:

- Sufficient portable work for the amount of telework being proposed
- Ability to work independently, without close supervision
- Comfort with the technologies, if any, that will be needed to telework
- Good communication with manager, co-workers, customers that will enable a relatively seamless transition from onsite to offsite
- Telework office space that is conducive to getting the work done
- Dependent care (i.e., child care, elder care, or care of any other dependent adults) arrangements are in place
- Ability to be flexible about the telework arrangement to respond to the needs of the manager, the workgroup, and the work

## ASSESS ALTERNATE WORKSITE ENVIRONMENT

Employees should consider the following questions when assessing the alternate worksite environment:

- Are the workspace and utilities suitable for work performance?
- Are you willing to document the safety of the offsite work area by completing a safety checklist?
- Are you willing to allow the NRC to conduct scheduled home inspections?

## ADHERENCE TO AGENCY POLICIES

Employees must take responsibility for the security of the data and other information that they handle while teleworking. This means they should:

- Be familiar with, understand, and comply with their agency's information security policies
- Participate in agency information security training
- In addition to following security protocols for remote connectivity, maintain security of any relevant materials, including files, correspondence, and equipment. Depending on the sensitivity of the information being handled, the home office may need to include security measures such as locked file cabinets, similar to what may be used in the worksite.

## PLAN YOUR WORK

Employees who are teleworking should assess the portability of their work and the level of technology available at the remote site as they prepare to telework. In many cases, employees will need to plan for their telework days in order to be as effective as possible, considering the following questions:

- What files or other documents will I need to take with me when I leave my regular workplace the day before teleworking?
- What equipment will I need to take?
- Who needs to be notified that I will be teleworking?
- What other steps should I take before I leave my office (for example, forwarding the phone)?
- In the case of emergency telework, what should I have available at all times at my home office that would enable me to be functional without coming onsite to retrieve materials?

## MANAGE EXPECTATIONS AND COMMUNICATION

Although managers are ultimately responsible for the healthy functioning of the workgroup, teleworkers must help manage the group's expectations and their own communication in order to avoid any negative impact of their arrangement.

Issues that should be addressed include:

- **Backup:** Even with very portable work, there are inevitably instances where physical presence is required, and a co-worker often needs to step in. Co-worker backup should be planned, it should not be onerous, and it should be reciprocal. Resulting cross-training has broad organizational benefits.
- **On-the-spot assistance:** Teleworkers may occasionally need someone who is physically in the main office to assist them, for instance, to fax a document to them, or to look up information. Again, these arrangements should not be onerous and they should be reciprocal; a "buddy system" between teleworkers may be the least disruptive solution.
- **Communication:** The manager and co-workers need to be kept apprised of the teleworker's schedule, how to reach him/her, how to handle telephone calls or other communications that need to go to the teleworker, and how customers are to be handled.

Employees are encouraged to have periodic discussions with their supervisor to review their telework agreement. A good time to review and discuss telework agreements is during mid-year reviews and end-of-year performance appraisals.

## SAFETY

Teleworkers must address issues of their own personal safety to be effective while teleworking from a home office or other alternative worksite. Government employees causing or suffering work-related injuries and/or damages at the alternative worksite are covered by the Military Personnel and Civilian Employees Claims Act, the Federal Tort Claims Act, or the Federal

Employees' Compensation Act (workers' compensation), as appropriate.

Employees must:

- Provide appropriate telework space, with ergonomically correct chair, desk, and computer equipment
- Complete NRC Form 625, Telework Program Employee Self-Certification Safety Checklist.
- Immediately report any work-related accident occurring at the telework site and provide the supervisor with all medical documentation related to the accident. It may be necessary for an agency representative to access the home office to investigate the report.

## Manager/Supervisor Responsibilities

Below are key steps to maximize the benefit of telework for you and your workgroup, and set the stage for your employees to be successful, whether or not they are teleworking:

### ASSESS NEEDS

Telework is often implemented piecemeal, rather than strategically, as individuals request arrangements. This reactive approach carries the risk of raising fairness issues. To the extent possible, telework should be implemented strategically, taking into account the needs and work of the group. Agencies have made this easier by making broader determinations on employee eligibility and notifying employees. However, managers and supervisors may be making decisions with regard to situational telework and groups of newly-hired employees.

### COMMUNICATE EXPECTATIONS

The telework agreement provides a framework for the discussion that needs to take place between the manager and the employee about expectations. For both routine and situational telework, this discussion is important to ensure the manager and the employee understand each other's expectations around basic issues such as the following:

- What technologies will be used to maintain contact?
- What equipment is the agency providing? What equipment is the teleworker providing?
- Who provides technical assistance in the event of equipment disruption?
- What will the weekly/monthly telework schedule be? How will the manager and co-workers be kept updated about the schedule? What happens if the schedule needs to be changed by the manager or by the employee?
- What will the daily telework schedule be? Will the hours be the same as in the main office, or will they be different?
- What are the physical attributes of the telework office, and do they conform to basic safety standards? (agencies may wish to recommend the use of a self-certifying safety checklist.)
- What are the expectations for availability by phone, email, etc.?
- What is the expectation regarding the amount of notice (if any) given for reporting to the official worksite, and how will such notice be provided?
- How is a telework agreement terminated by management or an employee?

- Who is expected to telework in an emergency?
- What is expected of a teleworker in the event of an emergency?

Supervisors are encouraged to have periodic discussions with employees to review telework agreements. A good time to review and discuss telework agreements is during mid-year reviews and end-of-year performance appraisals.

## REVIEW OF FULL-TIME TELEWORK AGREEMENTS

Full-time telework agreements are generally approved for one year periods. They must be reviewed annually using NRC Form 709, Annual Evaluation/Extension of Full-Time Telework Agreement. The supervisor should begin the review process approximately 60 days prior to the end of the approved period. This should allow for completion of the review prior to the end of the approved period thereby preventing any lapse of the agreement.

Management has the discretion to terminate or not approve an extension of the full-time agreement if the work is no longer 100% portable or for any other appropriate reason. In the event the agreement is terminated or not extended, the supervisor will provide written notice of termination or non-extension. The employee will normally have at least 30 but not less than 15 days to report to the original official duty station. An employee may request in writing additional time to report to the official duty station. The supervisor will consider any such request on a case-by-case basis. The employee is responsible for all costs associated with returning to the official duty station.

**ELIGIBILITY/TERMINATION Tab:**

Telework is subject to approval by management and is not an employee entitlement. Approval or denial of an employee's request to telework will be based on applicable law, regulation, and the provisions of Article 7 of the Collective Bargaining Agreement. Management has the discretion in deciding whether a particular position or class of positions is appropriate for the Telework Program based on the content of the work. Although an employee may request a particular day(s) and/or time to telework, NRC management has final approval.

For information regarding application for, and approval of, telework agreements, please refer to the Types of Telework tab.

**ELIGIBILITY**

Any employee, on any work schedule, including a part-time employee, may request a telework arrangement. An employee will be eligible for a telework arrangement if:

1. The employee has sufficient duties that are portable and that can be effectively performed outside of the traditional office setting (e.g., face to face contact with others that is predictable or can be managed through other means of communications; access to necessary materials is readily available through alternative means that will not violate any law, regulation, or policy). While an employee's position may not have sufficient portable duties to provide eligibility to telework regularly on a fixed schedule, the employee may still have portable duties associated with a particular assignment that would be eligible for project-based telework (e.g., on-line mandatory training).

An employee who routinely or regularly deals with classified, confidential, or sensitive documents or data or information that is not available from home (e.g., personnel and/or payroll records, non-public (NRC restricted) information, or information protected from unauthorized disclosure by the Privacy Act of 1974 and its implementing regulations), must be authorized to remove such documents from an NRC facility or have sufficient other work to justify the requested telework schedule.

2. The employee's absence from the work site does not unduly interfere with the efficient operation of the organization, or the employee does not require frequent face-to-face interaction with supervisors, co-workers and/or others, or use of specialized equipment.
3. The employee's latest rating of record in all critical elements is "fully successful" or better, and the employee has demonstrated and maintained acceptable work habits, conduct, and adherence to agency policies. Failure in any of these areas must have been documented in writing prior to the date of the employee's telework request to justify denial.

An employee is not eligible to telework under any circumstances if he or she has been officially disciplined (i.e., a warning, reprimand, or suspension):

1. For being absent without leave (AWOL) for more than 5 days in any calendar year; or
2. For violation of Subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal government computer or while performing official government duties.

Telework may not be used for dependent or child care. A teleworker must continue to make arrangements for child or dependent care to the same extent as if he or she was working at the traditional office. If a situation arises where the employee must attend to a dependent at the alternative worksite during scheduled duty hours, the employee shall immediately notify the supervisor and arrange to take leave, credit hours, or make other arrangements. If an employee uses telework to provide for dependent or child care, he or she will be ineligible for telework until such time as arrangements for care are made.

## TERMINATION

Participation in the Telework Program is not an employee right and may be terminated by the participant or his or her supervisor at any time based on eligibility. To terminate a telework agreement, the employee must notify their supervisor. Notifications of all terminations should be sent to the agency Telework Coordinator by sending an email to the [Telework.Resource](#) mailbox. The request for termination of the agreement should include a reason for the termination.



## TYPES OF TELEWORK Tab:

Telework is a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved alternative worksite other than the location from which the employee would otherwise work. Employees on any work schedule, including part-time employees, phased retirement participants, and satellite workers, may be approved for telework.

The following telework schedules are available: Fixed, Project-Based, and Special Circumstances.

Click on each type of telework to find out the requirements and information on how to apply.

NOTE: An employee may also submit a request for telework as a reasonable accommodation directly to the Agency Reasonable Accommodation Coordinator.

## FIXED SCHEDULE (INCLUDING FULL-TIME AND OVERSEAS TELEWORK)

Fixed telework is a recurring telework arrangement with a fixed schedule that designates the day(s) and hours each pay period in which work will be performed at the employee's home or approved offsite location.

### Required Forms

The forms below must be completed for a fixed telework agreement.

Form Number	Form Title	Completed By
NRC Form 621	Employee Request to Participate in the Telework Program	Employee
NRC Form 622	Evaluation of Employee Request to Participate in the Telework Program	Supervisor
NRC Form 624	Telework Program Participation Agreement	Employee
NRC Form 625	Telework Program Employee Self-Certification Safety Checklist	Employee

### How to Apply

1. Employee discusses their desire to telework with his/her supervisor and submits the forms listed above for approval.
2. Office obtains appropriate approval(s). The approval(s) needed is determined by the request (see below):

Requested Schedule	Forms/Documentation	Required Approvals
Up to 6 telework days per pay period (requires 4 in	Required Forms (listed above)	First-line supervisor

person days per pay period)		
6-8 telework days per pay period (requires 2 in person days per pay period)	Required Forms (listed above) Request Memo	First-line supervisor and Office Director or Regional Administrator
Any telework schedule that includes less than 2 in person days per pay period	Required Forms (listed above) Request Memo	First-line supervisor and Office Director or Regional Administrator and Chief Human Capital Officer
Full-time work schedule/Domestic Employee Teleworking Overseas (DETO)	Required Forms (listed above) Full Time Telework Plan	Office Director or Regional Administrator, Office of Administration, Office of the Chief Information Officer, and Chief Human Capital Officer

- Office submits approved forms to the Telework.Resource mailbox (forms should be submitted electronically or forms may be mailed). OCHCO retains a record of all forms.
- OCHCO advises Office point of contact, supervisor, and responsible HR Specialist of approval or denial decision via e-mail (for requests of less than 2 in person days and full-time telework requests).

## Additional Requirements for Full-Time Telework

- Employee must have duties that are 100% portable. Management has the sole discretion to determine whether duties are 100% portable and to approve or deny such request.
- The alternative worksite will be the official duty station for any employee working fulltime at the alternative location who is not scheduled to report to the NRC facility at least twice per pay period. The official duty station will be used to determine employee pay, locality pay, and travel funding responsibilities and will be documented in the employee's Official Personnel Folder. Any relocation costs associated with moving are the sole responsibility of the employee.
- If the NRC office and the alternative worksite are within a reasonable commuting distance, then travel between the NRC office and the alternative worksite is considered local travel, and there is no travel reimbursement for travel expenses.
- A request for full-time telework at a location outside of the United States is subject to U.S. Department of State approval and such approval may take several months to procure. An employee requesting such a telework arrangement will not be able to begin to telework internationally until the State Department approval has been procured. See section below for additional information and requirements.

## Additional Information and Requirements for Domestic Employee Teleworking Overseas (DETO)

### Overview

A DETO is a U.S. Government (USG) direct-hire employee assigned to a domestic position, teleworking from an overseas location. A NRC employee may request authorization to telework full-time from an overseas location. Final approval rests with the Department of State Chief of Mission responsible for the country being requested. The process first requires approval of a full-time telework request by the Chief Human Capital Officer and can require the employee's Office or Region to provide funding. Submitting the request and gaining approval from the Department of State can take as long as six months. An employee approved as a DETO will be required to change his/her duty station to reflect the overseas alternate worksite for the duration of the DETO arrangement. The pay rate for a NRC employee under a DETO agreement will be the base rate of his/her grade.

### There are two types of DETO:

**Sponsored DETO:** A U.S. Government direct hire employee who is on the USG orders of a spouse or domestic partner and teleworks from an overseas location.

**Independent DETO (less common)** is an employee **not** included on the USG orders of a spouse or partner.

### Eligibility Requirements:

- At least Fully Successful on most recent performance appraisal.
- Must meet all eligibility requirements for a full-time telework agreement.
- May not be in a position that requires access to and/or handling of classified material.

**Before beginning the application process, the employee should first consult with the NRC Telework Coordinator.**

Gaining approval for a DETO arrangement is a complex and lengthy process. Employees whose DETO requests are approved will forfeit locality pay for the duration of their DETO arrangement. They must complete the Foreign Area Counter Threat (FACT) Training Course prior to proceeding overseas. They may also be required to obtain a work visa and could be subject to local labor and/or tax laws that apply.

The employee's Office may be required to establish, fund, and manage an International Cooperative Administrative Support Services (ICASS) agreement with the Department of State which will include mandatory minimum annual services. The costs of these services vary by country. Mandatory services include basic services and security services as outlined in [6 FAH-5 H352.12](#).

## PROJECT-BASED

Project-based telework is short term telework arrangement, when an employee's work assignments, or a portion thereof, can be performed remotely for a short period of time. The duration of an approved

project-based telework arrangement can be measured in terms of hours or a few days.

A project-based telework agreement provides approval for an employee to telework on an occasional, project-basis (e.g., inclement weather, etc.) and may be submitted in advance of a need to use project-based telework. **Subsequent to obtaining approval via the telework agreement form, the employee must obtain supervisory approval for each occurrence of project-based telework.** Supervisor concurrence may be via email or verbal approval.

## Required Forms

Employees who wish to telework on a project basis must complete the following forms:

Form Number	Form Title
NRC Form 624	Telework Program Participation Agreement
NRC Form 625	Telework Program Employee Self-Certification Safety Checklist

## How to Apply

1. Employee discusses their request to telework with his/her supervisor and submits appropriate forms to supervisor. The approval level is determined by the length of the telework request:
  - Requests for project-based telework **up to** five consecutive full work days shall be submitted to the first-line supervisor.
  - Requests for project-based telework **exceeding** five consecutive full work days shall be submitted to the second line supervisor unless an alternate management contact has been identified.
2. Appropriate level supervisor approves forms.
3. Office submits approved forms to the Telework.Resource mailbox (forms should be submitted electronically or forms may be mailed). OCHCO retains a record of all forms.

## SPECIAL CIRCUMSTANCES

Special circumstances telework is a non-permanent telework arrangement for a relatively short period of time due to a personal incapacitation or personal hardship. Special circumstances telework may not be used as a substitute for dependent care or child care.

## Requirements

- Medical documentation must include the number of hours and/or days an employee would be capable of working during the workday/pay period and the duration of the situation or circumstance giving rise to the special circumstances telework request.
- Special circumstances telework are non-permanent arrangements for relatively short periods of time. There is no minimum period for which a plan can be approved. Generally, special

circumstances telework will be approved for a period not to exceed six (6) months. Determinations regarding the duration of all special circumstances telework will be made on a case by case basis. In unusual circumstances where the need continues beyond 6 months, an employee may request an extension. Medical or other relevant documentation must be presented to the CHCO upon request.

- All initial special circumstances telework requests and extensions to special circumstances telework requests must be submitted through the Office Director or Regional Administrator to the Office of the Chief Human Capital Officer for approval prior to the start of the arrangement or extension.
- A special circumstances telework request to work at a location outside of the United States is subject to U.S. Department of State approval and such approval may take several months to procure. An employee requesting such a telework arrangement will not be able to begin to telework internationally until the State Department approval has been procured.

## Forms/Documentation

Employees who wish to telework during a special circumstance must complete the forms listed below. If an employee already has approval to telework, there is no need to resubmit forms unless their alternate worksite changes.

<b>Form Number</b>	<b>Form Title</b>
NRC Form 624	Telework Program Participation Agreement
NRC Form 625	Telework Program Employee Self-Certification Safety Checklist
N/A	Special Circumstances Request Memo Special Circumstances Extension Request Memo, as needed
N/A	Special Circumstances Plan Special Circumstances Extension Plan, as needed

## How to Apply

1. Employee discusses their circumstances with their supervisor and completes appropriate forms/documentation (as noted above).
2. When requesting approval of an alternate office that is outside of the geographic area where your official worksite is located, employee should submit forms/documentation to OCIO and ADM for concurrence.
3. For initial special circumstances telework requests, approved forms/documentation should be submitted to OCHCO for approval or denial.
4. OCHCO will advise the supervisor of approval or denial decision.

***For extensions of special circumstances:***

1. Employee discusses their circumstances with their supervisor and completes appropriate forms/documentation (as noted above).
2. When requesting approval of an alternate office that is outside of the geographic area where your official worksite is located, employee should submit forms/documentation to OCIO and ADM for concurrence.
3. Request should be submitted through the Office Director or Regional Administrator to the Agency Telework Coordinator for review.
4. The CHCO will approve/deny extension requests for special circumstances telework.
5. OCHCO advises Office/Region points of contact and/or supervisor of approval or denial decision via e-mail.

**EMERGENCY/OFFICE CLOSURE Tab:**

During emergencies, employees on a telework agreement can be mandated to telework.

Telework is a vital part of the NRC's Continuity of Operations (COOP) plan. When the agency is operating under COOP, the COOP Plan will supersede the telework policy.

Agency closures due to weather, road conditions, or other emergency conditions do not normally affect an employee's ability to telework. Therefore, all employees with an approved telework agreement are expected to work their normal tour of duty by teleworking on those days when the government has unscheduled leave/unscheduled telework, delayed arrival, early dismissal, or Federal offices are closed to the public. Policies and procedures governing the operating status at NRC HQ facilities can be found at the [Emergency Status Policies and Procedures](#) page.

If an emergency occurs at the telework site that impacts an employee's ability to perform official duties, the employee will notify his/her supervisor as soon as practicable. The supervisor may direct the employee to another work site, grant weather and safety leave, or allow the employee to request appropriate leave, e.g., annual leave or LWOP.

Telework is a vital part of the NRC's Continuity of Operations (COOP) plan. When the agency is operating under COOP, the COOP Plan will supersede the telework policy.

## OTHER CONSIDERATIONS Tab:

The items below should also be considered when entering into a telework agreement:

### ALTERNATIVE WORK SITE

A participant working on a telework schedule agrees to install, service, and maintain any personal equipment used in the employee's home. See the [Equipment, Records, Files, and Documents](#) section of this page for more information on equipment.

### BEST PRACTICES

To ensure a successful telework arrangement, employees and supervisors should follow the best practices listed below:

- Understand what is expected and discuss any questions with your supervisor.
- Notify colleagues of your telework schedule
- Think about how you currently accomplish your job and commit to maintain the same outcomes. Consider the following questions:
  - Who do you communicate with and how often?
  - What deadlines do you have?
  - How often do you interact with teammates?
  - How will you continue to meet customer/client needs in your mobile environment?
- Share documents with your team using a shared drive or SharePoint instead of by email to ensure version control and universal access by your team
- Discuss a communications strategy for employees to use during telework days, including how often employees should check in and by what method (e.g., email, phone, meeting, etc.). By establishing these norms up front, teleworking employees will understand the level of transparency that is expected when they are teleworking.
- Use shared calendaring, instant messaging, desk signage, and other communications to inform your community of your presence or work status. Avoid using "out of office" rules as teleworking should be transparent to email recipients
- Review telework agreements (and modify, if necessary) during the annual performance appraisal process.

OPM Performance Management Tips for a "hybrid workplace"

- [Performance Management Hybrid Workplace Tips for Employees](#)
- [Performance Management Hybrid Workplace Tips for Supervisors](#)
- [Performance Management Hybrid Workplace Tips for Leadership](#)
- [Performance Management Hybrid Workplace Tips for Technology](#)



## EQUIPMENT, RECORDS, FILES, AND DOCUMENTS

1. An employee must have the necessary equipment available at the alternative work site (i.e., home or other NRC-approved location) to complete his or her work and access necessary records, files, and documents.
2. If an employee needs access to the NRC network to complete his or her work, an employee must enable remote access from an alternative work site, either through an agency laptop or a personal computer. Employees should follow the guidance provided by OCIO.

## DUTY STATION

Changes in duty station associated with full-time or special circumstances telework agreements may affect an employee's pay. For more information associated with a change in duty station, please contact your HR servicing representative.

## INFORMATION SECURITY

Employees who telework from an alternative work site need to keep Government property and information safe and secure. The Computer Security Office (CSO) provides guidance on the Incident Response site. CSO CKLT-1003, "NRC General User Remote Access Computer Security Checklist," provides the computer security information that must be completed as a component for general user to access NRC computing equipment and networks remotely.

### ***Security Handling Requirements for Sensitive Unclassified Non-Safeguards Information (SUNSI)***

*Employees are responsible for knowing and following the agency's policy for handling Sensitive Unclassified Non-Safeguards Information (SUNSI), including Personally Identifiable Information (PII). NRC's Sensitive Unclassified Non-Safeguards Information (SUNSI) Program, including PII, is available at /sunsi. Additional guidance is outlined in MD 12.5, "NRC Cyber Security Program," MD 12.6, "NRC Sensitive Unclassified Information Security Program," and SUNSI Web site for employees processing documents electronics while teleworking.*

### ***Telework Restrictions for Safeguards Information or Classified Information***

*NRC documents or data that contain safeguards information or are classified as National Security Information or Restricted Data may not be taken to a remote work site or transmitted to or from an alternative worksite computer system as part of the agency's Telework Program. See MD 12.2, "NRC Classified Information Security Program," and MD 12.7, "NRC Safeguards Information Security Program."*

## OTHER COSTS

The agency fully supports the Telework Program. Managers and supervisors are encouraged to consider all costs (e.g., travel) when approving full-time agreements.

## TRAINING

Telework training is now mandatory for employees and supervisors. Required training is automatically added to the iLearn learning plan for new employees and supervisors. Employees must complete training before the telework agreement begins. For more information, see [Yellow Announcement No. 142, Telework Training](#), dated 11/17/2014.

## WORKERS' COMPENSATION

Employees working a telework schedule are covered under the Federal Employee's Compensation Act (FECA). If an employee is injured while performing official duties at the alternative worksite, the employee should immediately notify their supervisor or another designated NRC official (see Federal Employee's Compensation Act (FECA) (5 U.S.C. 8101 et seq.)). See the [Workplace Injury or Illness](#) page for more information.

**FAQS Tab:****NRC-Specific Telework FAQs:****Forms****WHEN SHOULD TELEWORK FORMS BE SUBMITTED?**

Telework forms should be submitted when any of the following occur:

- Prior to an employee beginning to telework
- Prior to a change in assignment or change in duties (e.g., rotation, detail, reassignment, new position)
- Agreement parameters change (e.g., change in the number of days per week/pay period, change to alternate worksite location, etc.)
- Type of telework changes (e.g., Project Based changing to Fixed-Schedule, etc.)

Temporary or short-term changes to a telework schedule should be discussed with the supervisor, but may not require new forms to be submitted.

**Eligibility/Training****ARE MANAGERS AND SUPERVISORS ELIGIBLE TO TELEWORK?**

There is no current prohibition in Federal law or regulation that says managers and supervisors cannot telework. OCHCO's viewpoint is that individuals expected or anticipated to telework during an emergency situation, including managers and supervisors, should be encouraged to telework with some frequency under non-emergency situations. However, senior management make the decision in each office.

**ARE CONTRACTORS ELIGIBLE TO TELEWORK?**

Generally, the decision to allow a contractor to telework would be made by the NRC Program Office and in conjunction with the contracting agency/office.

**IS TELEWORK TRAINING MANDATORY FOR EMPLOYEES AND SUPERVISORS?**

Telework training is now mandatory for employees and supervisors. Required training is automatically added to the iLearn learning plan for new employees and supervisors. Employees must complete training before the telework agreement begins. For more information, see Yellow Announcement No. 142, Telework Training, dated 11/17/14.

## "In Lieu of" Days

### IS AN EMPLOYEE ALLOWED TO SWITCH THEIR TELEWORK DAY IF THE TELEWORK DAY FALLS ON A FEDERAL HOLIDAY?

Teleworkers are not entitled to an "in lieu of" telework day. However, the employee's supervisor can grant permission for the employee to switch his/her telework day.

### IF AN EMPLOYEE NEEDS TO BE IN THE OFFICE ON THEIR SCHEDULED TELEWORK DAY, ARE THEY ENTITLED TO AN "IN LIEU OF" TELEWORK DAY?

Teleworkers are not entitled to an "in lieu of" telework day. However, the employee's supervisor can grant permission for the employee to switch his/her telework day.

## Child Care/Dependent Care

### CAN TELEWORK HELP AN EMPLOYEE WITH CHILD OR OTHER DEPENDENT CARE NEEDS?

Telework cannot be used as a substitute for dependent care. However, telework is a valuable tool to individuals with caregiving responsibilities. Time saved commuting can be spent with family members, and the flexibility of being closer to home may enable caregivers to take less time off for activities like doctor's visits, school programs, etc.

## Inclement Weather

### ARE EMPLOYEES WITH A TELEWORK AGREEMENT REQUIRED TO WORK WHEN THE OFFICE IS CLOSED DUE TO AN EMERGENCY OR INCLEMENT WEATHER SITUATION?

Agency closures due to weather, road conditions, or other emergency conditions do not normally affect an employee's ability to telework. Therefore, all employees with an approved telework agreement are expected to work their normal tour of duty by teleworking on those days when the government has unscheduled leave/unscheduled telework, delayed arrival, early dismissal, or Federal offices are closed to the public. Policies and procedures governing the operating status at NRC HQ facilities can be found at the [Emergency Status Policies and Procedures](#) page.

If an emergency occurs at the telework site that impacts an employee's ability to perform official duties, the employee will notify his/her supervisor as soon as practicable. The supervisor may direct the employee to another work site, grant weather and safety leave, or allow the employee to request appropriate leave, e.g., annual leave or LWOP.

### **ON EARLY DEPARTURE DAYS, ARE NON-EMERGENCY EMPLOYEES WHO ARE IN THE TELEWORK PROGRAM REQUIRED TO CONTINUE WORKING AFTER THEY RETURN HOME?**

Yes. Non-emergency employees who are in the Telework Program may only be granted Weather and Safety Leave (WSL) for the amount of time required to commute home and are expected to resume work after they return home.

### **ON A DAY WHEN NRC OFFICES ARE OPEN UNDER XX HOUR(S) DELAYED ARRIVAL AND EMPLOYEES HAVE THE OPTION FOR UNSCHEDULED TELEWORK, DO NON-EMERGENCY EMPLOYEES IN THE TELEWORK PROGRAM THAT REQUEST TO TELEWORK ALSO HAVE THE OPTION TO DELAY THE BEGINNING OF THEIR WORK DAY?**

No. Non-emergency employees in the Telework Program who are not scheduled to telework this day may request to work unscheduled telework but are expected to begin work on time.

## **Telework Denial/Manager's Rights**

### **CAN A MANAGER DENY A REQUEST TO TELEWORK?**

Yes. If a request to participate in the Telework Program is denied, the supervisor must specify the reason(s) in writing, specifically identifying which of the criteria the employee has failed to meet (i.e., portability of work, office coverage, performance or conduct).

### **IF A MANAGER DENIES AN EMPLOYEE'S TELEWORK REQUEST, CAN THE EMPLOYEE APPEAL THE DECISION?**

A manager's denial of telework is grievable under the negotiated grievance procedure for BU employees or the Administrative Grievance procedure for NBU employees.

## Telework Termination/Manager's Rights

### CAN A MANAGER SUSPEND OR TERMINATE A TELEWORK AGREEMENT?

A supervisor may modify or temporarily suspend, for a specified period of time, a Telework arrangement. Management retains the right to make decisions to modify or temporarily suspend a Telework arrangement on a case-by-case basis and based on business needs. Where a telework schedule is modified or temporarily suspended, advance written notice will be provided where practicable. Supervisors and employees should work together to find a mutually acceptable alternative telework schedule where possible. Such modifications or temporary suspensions are expected to be short in duration and infrequent.

A supervisor may terminate the employee's telework arrangement if:

- The employee fails to adhere to any of the provisions of the telework agreement;
- The employee's performance in any critical element falls below a rating of Fully Successful;
- Appropriate work is no longer available or a specific project has been completed;
- Office coverage requirements are not being met;
- The employee fails to truthfully report his or her time worked;
- The employee misuses government equipment;
- The employee refuses to use an agency specified electronic means of communication (e.g., email, Microsoft Teams, etc.) while teleworking; or
- The employee fails to meet any of the telework eligibility requirements

## Computer/Equipment

### WHAT EQUIPMENT MIGHT BE NEEDED FOR PERFORMING WORK AT HOME OR FROM AN ALTERNATE WORKSITE?

Employees may use their home computer for Special Circumstances Work at Home arrangements. If their organization has a laptop available, the employee may be permitted to use the NRC laptop. Employees need to adhere to all applicable agency policies on information technology security and information security.

### WHAT KIND OF GUIDANCE CAN BE PROVIDED ON THE AVAILABILITY OF COMPUTER HARDWARE AND SOFTWARE AS WELL AS OTHER ADMINISTRATIVE SUPPORT FOR PARTICIPATING EMPLOYEES?

The agency has not formally budgeted or otherwise made provisions for the use of agency owned computer hardware for telework. However, participants may use available laptops for such purposes. Appropriate agency owned software can be provided. The agency currently uses Azure Virtual Desktop (AVD) to meet telework network remote access needs (AVD is a set of software programs allowing an employee to use the NRC network resources - e-mail, network files, agency programs - from a remote location with a computer and a dial-up or broadband modem.)

There are no provisions to install or pay for additional personal telephone lines to support simultaneous voice, computer, and other equipment needs. Photocopiers, printers, and fax machines will likewise not be purchased or provided. Although the agency will provide appropriate support through the Helpdesk, it will not make service calls to telework sites. Other administrative support needs can be dealt with on a case-by-case basis.

## Azure Virtual Desktop (AVD)

### WHAT PROCESS IS USED FOR INSTALLING AND ACCESSING AZURE VIRTUAL DESKTOP ON AN EMPLOYEE'S HOME COMPUTER?

Employees should follow the guidance provided by OCIO on the Remote Access page.

### WHAT IF I HAVE CONNECTIVITY ISSUES WHILE TELEWORKING?

If an emergency occurs at the telework site that impacts an employee's ability to perform official duties, the employee will notify his/her supervisor as soon as practicable. The supervisor may direct the employee to another work site (e.g., to the office), or allow the employee to request appropriate leave (e.g., annual leave or LWOP).

## Classified/Sensitive Information

### WHAT SORT OF GUIDANCE CAN YOU PROVIDE CONCERNING TAKING CLASSIFIED OR OTHER SENSITIVE DOCUMENTS TO A REMOTE WORK SITE (A PARTICIPANT'S HOME OR OTHER APPROVED SITE) OR FOR USE OF THE COMPUTER TO TRANSMIT SUCH DOCUMENTS OR DATA?

NRC documents or data that contain safeguards information or are "classified" as National Security Information or Restricted Data may not be taken to a remote work site or transmitted to or from a home or other off-site computer system as part of the agency's telework program.

Employees are responsible for knowing and following the agency's policy for handling Sensitive Unclassified Non-Safeguards Information (SUNSI). Current agency policy can be found at

the SUNSI Web site.

## Telework Day Cancelled

**IF I AM NOTIFIED THAT I AM NEEDED IN THE OFFICE FOR BUSINESS REASONS ON THE SAME DAY THAT I AM ALREADY TELEWORKING, HOW SHOULD I RECORD THE TIME THAT IT TAKES TO COMMUTE TO THE OFFICE? FOR EXAMPLE, IF MY SUPERVISOR CALLS ME IN THE MORNING TO SAY THAT I AM NEEDED IN THE OFFICE THAT DAY, HOW DO I RECORD MY TIME?**

The employee should record the time that it takes to come into the office as general administration time (code ZG0000). The employee would be expected to complete the remainder of the day at the office. However, if the employee wants to return back to the telework site immediately after the work requirement(s) are met (e.g., presence required onsite for a meeting), he/she may request to use annual leave, credit hours, or compensatory time off for the commute time back before completing the remainder of the day. If the employee is on NEWFlex, the employee could also ask to use credit hours for the commute time back and then either use already earned credit hours, or earn credit hours at the end of the work day or another day during that pay period to make up the time spent commuting.

## Random Drug Test

**I HAVE BEEN NOTIFIED BY MY OFFICE THAT I WAS SELECTED FOR A RANDOM DRUG TEST AND MUST REPORT TO THE OFFICE ON A DAY THAT I AM ALREADY TELEWORKING. HOW SHOULD I RECORD THE TIME IT TAKES TO COMMUTE TO THE OFFICE?**

The employee should record the time that it takes to come into the office and complete the drug test as general administration time (code ZG0000). The employee would be expected to complete the remainder of the day at the office. However, if the employee wants to return back to the telework site after completing the drug test, he/she may request to use annual leave, credit hours, or compensatory time off for the commute time back before completing the remainder of the day. If the employee is on NEWFlex, the employee could also ask to use credit hours for the commute time back and then either use already earned credit hours, or earn credit hours at the end of the work day or another day during that pay period to make up the time spent commuting.



## Special Circumstances Telework FAQs:

### HOW LONG CAN THESE ARRANGEMENT BE?

OCHCO can approve such an arrangement for up to six months. However, in unusual circumstances where the need continues beyond six months, a reevaluation and determination to extend or not will be made. Duration of all work-at-home plans will be made strictly on a case-by-case basis.

## Full-Time Telework FAQs:

### WHICH FORMS ARE NEEDED FOR FULL-TIME TELEWORK?

In addition to the full-time telework agreement/work plan, the forms that must be included with your full-time telework request are NRC Form 621, NRC Form 622, NRC Form 624, and NRC Form 625.

### WHO MUST APPROVE MY REQUEST TO TELEWORK FULL-TIME?

Your request for full-time telework must be approved at each level of your Office (i.e., Branch, Division, Office Director/Regional Administrator). You must also provide a copy of your request to the Office of Administration (Drug Program Manager) and the Office of the Chief Information Officer (Infrastructure Operations Branch and Policy, Compliance and Training Team). Concurrence from ADM and OCIO via e-mail is acceptable and should be obtained prior to sending to your Division and Office Director's review and approval. After you have received all concurrences and approvals from your Office, you should forward your request for full-time telework to the Agency Telework Coordinator for OCHCO management's review. If you are requesting to telework from another country, your telework request must also be reviewed and approved by the Department of State before you would be permitted to telework outside of the United States.

### HOW LONG WILL IT TAKE FOR OCHCO TO APPROVE MY FULL-TIME TELEWORK REQUEST?

Please allow approximately two weeks (i.e., 10 business days) for OCHCO to complete the review of your full-time telework request.

### IF APPROVED, IS MY FULL-TIME AGREEMENT PERMANENT OR MUST IT BE RENEWED?

Full-time telework agreements are generally approved for up to one year, but agreements may be extended. At least annually, the supervisor must perform the Annual Evaluation/Extension Of Full time Telework Agreement (NRC Form 709) and submit to the Agency Telework

Coordinator for OCHCO management's review. The NRC 709 should be submitted at least two weeks prior to the ending date of the agreement. There is no limit to the number of extension requests.

### General Telework FAQs:

- [What is the definition of telework?](#)
- [Does an employee have a right to telework?](#)
- [Do I need a telework agreement before I can telework?](#)
- [What are some of the issues teleworkers should be aware of?](#)
- [How will an employee's performance appraisal be different if he or she teleworks?](#)
- [Is telework voluntary?](#)
- [How many Federal employees telework?](#)

**RELATED LINKS Tab:****NRC Related Links:**

- Emergency Status Policies and Procedures
- Collective Bargaining Agreement
- MD 6.2, "Continuity of Operations Program"
- MD 10.166, "Telework"
- MD 10.62, "Leave Administration"
- Telework Glossary

**External Related Links:**

- [A Guide to Telework in the Federal Government](#)
- [Telework.gov](http://Telework.gov) - the official website of the Federal Government's telework program
- [Telework Overview \(GSA\)](#)
- [The Mobile Worker Newsletter](#)