

ARTICLE 17
Telework

Section 1 Purpose

The OHO Telework Program ~~that~~ permits eligible NTEU bargaining unit employees to perform Agency assigned work or other Agency approved activities at a management-approved alternate duty station (ADS). The Agency ~~is committed to~~ **may** offering telework opportunities provided that the technological components and equipment are available and in place and that sensitive materials, including Personally Identifiable Information (PII), can be safeguarded. Management will make telework determinations consistent with the eligibility criteria contained in this Article, taking into account requirements of the position, performance of the employee, impact on organizational performance, **level of service provided to the American public**, and availability of appropriate technology. ~~The agency supports the broadest use of telework by eligible agency employees to the extent that it maintains or enhances employee performance, cost savings and agency operations.~~

~~The parties agree that telework requires a collaborative effort between management and employees and that the goals of telework include fostering a positive work culture and environment that will assist ODAR in maintaining a productive and high quality workforce. This program may serve as a recruitment and retention tool and allows participants the opportunity to balance work and home life demands, reduce commuting problems and contribute to a cleaner environment, improve productivity and improve employee morale.~~

Section 2 Definitions

A. Alternate Duty Station (ADS) – an employee requested and management-approved work site that is geographically convenient to the employee's official duty station (ODS). Specifically:

1. An employee's residence as reflected in his/her Telework Program Request and Agreement; or
2. Another SSA facility ~~or office~~ that may be closer to an employee's home and where there is space to accommodate additional agency employees.

Once the ADS is approved, the employee may only change the location of the ADS with prior management approval.

B. Official Duty Station (ODS) – the employee's official agency worksite.

- 46 C. Telework Program Request – a written application for participation in the Telework
47 Program in which the employee describes the general and specific work
48 assignments that the employee proposes to perform at the ADS.
49
- 50 D. Telework Program Request and Agreement – a written agreement, contained in
51 PPM S650_1, between the supervisor and the employee defining the employee’s
52 obligations and responsibilities under the Telework Program.
53
- 54 E. Portable Work - work normally performed at the employee’s ODS that can be
55 effectively performed at the ADS. This work is part of the employee’s regular work
56 assignment or approved special work assignments.
57
- 58 F. Non Portable Work – Assignments that are not portable include those assignments
59 that require face-to-face customer contact or the employee’s physical presence at
60 the ODS.
61
- 62 G. Core Day(s)–Day(s) of the week not eligible for telework. Core days shall be limited
63 to no more than ~~one~~ **two** core days per week.
64
- 65 H. Scheduled Telework - An employee with an approved telework agreement teleworks
66 on a routine, regular, and recurring basis at the ADS.
67
- 68 I. Unscheduled Telework - An employee with an approved telework agreement is
69 required to telework on a non-scheduled telework day at an ADS. Employee-
70 initiated telework is not permitted.
71
- 72 J. Episodic Telework - ~~The employee teleworks on an occasional irregular basis at an~~
73 ~~ADS~~ **An employee may request to work on** Episodic telework may include a
74 temporary project, approved on a case-by-case basis, ~~where the employee may~~
75 ~~work less than a full day at the ADS.~~ **The request is subject to management**
76 **approval. It is anticipated that instances of episodic telework will be**
77 **infrequent, based upon unique workload needs of the agency, and limited in**
78 **duration.**
79
80

81 **Section 3 Eligibility**
82

83 **The Deputy Commissioner has the discretion, based on operational need, to**
84 **determine the number of scheduled telework days, if any, eligible positions, and**
85 **percentage of employees permitted to telework.**
86

87 **In accordance with law, the Deputy Commissioner will also have the discretion to**
88 **determine whether teleworkers are eligible to work the following:**

- 89 • **Credit hours at the ADS**
- 90 • **A 5/4/9 or 4/40 work schedule**
- 91 • **Overtime at the ADS**
- 92 • **A part-time schedule**
- 93 • **At the ADS on a non-four day**

94 Participation in telework will be voluntary and employees may withdraw at any time with
95 advance notice to their immediate supervisor.

96 To be eligible to participate in Telework, an employee must meet all of the following
97 conditions:

- 98 A. Not be currently on an Opportunity to Perform Successfully (OPS) plan **or have**
99 **been on an OPS in the 12 months preceding the date of the request to**
100 **telework;**
- 101
- 102 B. Not currently be on sick leave restriction **or have been counseled for sick leave**
103 **abuse or placed on sick leave restriction in the 12 months preceding the date**
104 **of the request to telework;**
- 105
- 106 C. Not be in a probationary period, first year of a 2-year trial work period, or formal
107 training status. **Employees who previously completed a probationary period**
108 **will be considered on a case-by-case basis.** Formal training ~~status~~ does not
109 include the normal progression of an employee through a career ladder. However,
110 formal training ~~status~~ may include periods when an employee needs close
111 supervision or regular feedback from management and/or technical mentors that
112 cannot effectively be accomplished at the ADS.
- 113
- 114 D. ~~Not have been officially disciplined for violations of subpart G of the Standards of~~
115 ~~Ethical Conduct For Employees of the Executive Branch for viewing, downloading,~~
116 ~~or exchanging pornography on a Federal government computer or while performing~~
117 ~~official government duties;~~
- 118
- 119 E. Complete appropriate agency Telework training;
- 120
- 121 F. ~~Is willing to s~~**Sign** and abide by the conditions of the ~~Flexiplace~~ Telework Program
122 Request and Agreement (~~Appendix 1~~) and the self-certification safety checklist
123 (Appendix 2). Once an employee is approved for participation in the Telework
124 Program, it is understood that **management may change** the general and specific
125 work assignments set forth in the Telework Program Request and Agreement ~~may~~
126 ~~be changed.~~
- 127

- 128 G. Maintain at least an acceptable level of performance (e.g., successful contribution
129 rating) **or not be under review**;
- 130
- 131 H. Has sufficient portable work to be completed at the ADS;
- 132
- 133 I. Not be excluded from participation by law, or by government-wide rule or regulation;
- 134
- 135 J. Use approved appropriate technology; and
- 136
- 137 K. ~~Not have been disciplined within the preceding 12 months for misconduct that has a~~
138 ~~nexus to Telework. This 12-month period does not apply to employees who were~~
139 ~~terminated from Telework in accordance with Section 10 of this Article. **Not have**~~
140 **been disciplined under Articles 26 and/or 27 in the 12 months preceding the**
141 **date of the request to telework or while on an approved telework agreement.**
- 142
- 143

144 **Section 4 ODS Shared Work Space**

- 145 A. ~~Employees who telework two (2) or less days per week will keep their workstation.~~
- 146
- 147 B. Employees who telework ~~more than two (2) days per week~~ may be required to **share**
148 **space (e.g. shared offices/cubicles, share hoteling) space** with other employees
149 ~~in accordance with the September 24, 2015 Space Sharing MOU. Hoteling means~~
150 employees will select their workspace each day on a first-come, first-served, basis
151 when working at the ODS.
- 152
- 153 C. Management will ~~make every effort to provide employees with a~~ ensure **hoteling**
154 workspace at the ODS ~~with an~~ includes a dock for the agency computer, access to
155 an agency phone ~~including voicemail~~ or ability to use softphones (or successor
156 technology), and locked storage.
- 157
- 158 ~~The Agency agrees to make a five (5) drawer locking cabinet available from existing~~
159 ~~office inventory to each employee sharing space. If a five (5) drawer locking cabinet~~
160 ~~is not available, the Agency will provide a two (2) drawer locking cabinet.~~
- 161
- 162 D. ~~Employees who are not required to share space may elect to move to an~~
163 ~~unoccupied, comparable workspace prior to management designating workspaces~~
164 ~~that will be used for sharing. Conflicts will be resolved by seniority order according~~
165 ~~to employee time in their ODS.~~
- 166
- 167 E. ~~Employees may retain their chairs when sharing space.~~
- 168
- 169 F. ~~An employee whose workspace was modified or adjusted due to an approved~~
170 ~~reasonable accommodation request will not be required to share space unless~~

171 ~~management can reasonably accommodate the employee in a comparable shared~~
172 ~~workspace to perform his/her assigned duties.~~
173

174
175 **Section 5 Telework Procedures**

176
177 A. Work performed under a ~~Flexplace/~~Telework arrangement may be scheduled,
178 unscheduled, or episodic.

179 B. Requests to Participate in Telework

180 1. Scheduled Basis

181 Employees may request to participate in **scheduled** Telework program during the
182 months of February and August by electronically submitting a Telework Program
183 Request and Agreement consistent with PPM S650_1 ~~and a Telework Program~~
184 ~~Request and Safety Self-Certification~~ (Exhibits 1 and 2). Management will act on
185 requests within ten (10) working days of the close of the request period for
186 scheduled telework. **If the number of eligible employees exceeds the coverage**
187 **requirements (or workstation availability) on a specific day, approval will be**
188 **made in SCD order starting with the most senior based on time in the office.**
189 If the participant's request is denied, management will annotate the reasons for the
190 denial on the telework request form.

191 Employees will not have to submit future requests once the original request is
192 approved unless a schedule change is requested by the employee during the
193 February and August timeframes; the employee needs to revise the telework
194 request and/or agreement; or the employee is otherwise directed by management.
195 ~~Approving officials will re-evaluate existing schedules during the relevant six month~~
196 ~~request period, as appropriate.~~

197 2. Episodic Basis

198 Employees may request at any time to participate in episodic telework to work on a
199 specific project. Employees not previously approved to telework may request to do
200 so by electronically submitting a Telework Program Request and Agreement
201 consistent with PPM S650_1 ~~and a Telework Program Request and Safety Self-~~
202 ~~Certification~~ (Exhibits 1 and 2). Management will act on these requests no later than
203 five (5) working days following receipt of the request. If the participant's request is
204 denied, management will annotate the reasons for the denial on the telework request
205 form. Depending on the nature of the ~~assignment~~ project, employees may be
206 approved to work episodic telework up to five days per week at the ADS.

208 3. ~~Emergencies and Other~~ **Off Cycle** Requests

209 A. ~~Employees with a bona fide emergency may request participation in scheduled~~
210 ~~telework or a change in his/her telework day(s) outside the normal request times.~~
211 ~~If approved, employees may begin participating in telework or working the newly~~
212 ~~approved schedule at the start of the next pay period.~~
213

214 B. Management will ~~also timely~~ consider ~~non-emergency~~ requests, submitted
215 electronically, to change a scheduled telework day or participate in telework
216 outside the normal request times. If approved, employees may begin
217 participating in telework or working the newly approved schedule at the start of
218 the next pay period.
219

220

221 C. ~~Staff Coverage~~ **Modifications**

222
223 ~~If the number of eligible employees requesting to Telework on a given workday exceeds~~
224 ~~the coverage requirements, approval will be made based on seniority order according to~~
225 ~~employee time in their ODS.~~

226

227 ~~If coverage problems necessitate suspending scheduled telework agreements it will be~~
228 ~~accomplished in inverse seniority order according to employee time in their ODS. The~~
229 ~~local representative will be notified as soon as practical regarding the suspension.~~
230 **Management has sole discretion to change, reduce, suspend, or eliminate**
231 **approved telework day(s) for any employee(s), office, component, or agency-wide**
232 **due to operational needs. Management also has sole discretion to change,**
233 **reduce, suspend, or eliminate approved telework day(s) for any employee due to**
234 **the employee's performance.**

235

236

237 **Section 6 Hours of Work and Employee Availability**

238

239 Teleworkers are in a duty status when teleworking and are expected to have the
240 resources necessary to perform their jobs and concentrate on official duties without
241 interruption. Employees may not use duty time for any purpose other than performing
242 Agency-assigned work. ~~Union officials may use official time at the ADS in accordance~~
243 ~~with Article 8. **Telework is not a substitute for dependent care.**~~
244

245 Management is responsible for supervising work in accordance with the Fair Labor
246 Standards Act. Article 15 of the 2014 SSA-NTEU National Agreement will apply to
247 those employees who work at an ADS.

248
249 Management may require that employees provide electronic notification to their
250 supervisor at the beginning and/or end of their workday.

251 ~~With prior management approval, employees with an approved telework~~
252 ~~agreement may earn credit hours and work daily overtime at the ADS if the~~
253 ~~employee was already working at the ADS when the period of credit or overtime~~
254 ~~begins. With prior management approval, employees with an approved telework~~
255 ~~agreement may earn Saturday credit hours and work weekend overtime at the~~
256 ~~ADS~~

257
258 Requests for leave will be handled in accordance with Article 16 of the 2014 SSA-NTEU
259 National Agreement ~~and the March 27, 2014 WebTA MOU.~~

260
261
262 A. Office Closure/Early Dismissal/Late Opening

263 ~~If there is a full day closure at the ODS, an early dismissal, or late opening at the ODS,~~
264 ~~and the employee is working at their residence as the ADS, all employees with an~~
265 ~~approved telework program agreement Telework Program Request and Agreement are~~
266 ~~required to complete a full workday at the ADS the employee is required to complete a~~
267 ~~full workday, unless the employee takes requests and is approved for appropriate leave.~~
268 ~~If the ADS is a telecenter or another SSA facility, the employee must abide by the office~~
269 ~~closure, early dismissal, or late opening rules for that location.~~

270
271 In emergency, office closure, or other unique situations (e.g. facility issues, transit
272 strike, dignitary visit, political convention, etc.), employees with approved telework
273 agreements will telework regardless of whether the emergency, office closure, **or**
274 **unique situation** occurs on a scheduled or unscheduled telework day, unless
275 otherwise directed by management (e.g. deployed to another office, etc.). In these
276 situations, employees may also request to use leave.

277
278 If there is an early dismissal, or late opening at the ODS, and the employee is
279 scheduled to work at their residence as the ADS, the employee is required to complete

280 a full workday, unless the employee requests and is approved for leave. Employees
281 with approved telework agreements on a non-scheduled telework day may be required
282 to work all or a portion of their day at their ADS in instances of early dismissal unless
283 the employee requests and is approved for leave.

284

285 If the ADS is another SSA facility, the employee must abide by the office closure, early
286 dismissal, or late opening rules for that location. The employee may be required to
287 report to their ODS.

288

289 B. Alternate Duty Station Problem(s)

290 Employees will promptly inform management of any disruptions at the ADS, e.g.
291 equipment failure, power outages, telecommunication difficulties, etc. that impact the
292 employee's ability to perform ~~ODAR~~ OHO assigned duties. In these situations,
293 management may require the employee to report to the ODS or the employee may
294 request leave. ~~If the employee is required to report to the ODS, the employee is not~~
295 ~~guaranteed "replacement time" or an "in lieu of" telework day. However, the employee's~~
296 ~~telework day may be temporarily switched to another day with management's approval.~~
297 **If the disruption (e.g. loss of electrical service or internet connectivity at the ADS)**
298 **is through no fault of the Agency, the employee will be in a non-duty status from**
299 **the time of the disruption to the end of the scheduled workday or until the**
300 **employee reports to the ODS. The employee may request leave for the non-duty**
301 **period. However, if the ODS is closed and the condition(s) creating the disruption**
302 **make(s) the ADS unsafe, the employee may be granted leave in accordance with**
303 **Article 16.**

304

305 C. Split Days at the ADS and ODS

306 Employees may ~~not only~~ split a ~~regularly scheduled~~ telework day between the ADS and
307 the ODS, ~~unless when~~ the employee is **directed to do so by management** ~~required to~~
308 ~~report to the ODS or in accordance with the Space Sharing MOU.~~

309

310 D. Telephones

311 1. When working at the ADS, an employee must be accessible by telephone to his
312 or her supervisors, clients, colleagues, and external customers during working
313 hours, exclusive of the lunch period and break periods. Employees are only
314 required to provide a personal phone number to their supervisory chain.
315

- 316 2. The employee's break and lunch periods will be defined **the same as at the**
317 **ODS** ~~in the employee's Telework Program Agreement.~~
318
- 319 3. While at the ADS, the employee is responsible for retrieving, and responding in a
320 timely manner to voice mail left at both the ADS and the ODS.
321
- 322 4. Employees will not be reimbursed for any out-of-pocket expenses related to
323 telephone calls. ~~If employees anticipate a need to place long distance or toll~~
324 ~~calls for work, they may request a government phone card for such calls.~~
325
- 326 5. ~~ODAR will provide the employee with general office supplies needed to work~~
327 ~~effectively at the ADS.~~
328

329 **E. Additional Electronic Communications Methods**

- 330 • ~~Management may require that the employee enable a pre-programmed e-mail~~
331 ~~reply (e.g. "Out of Office Assistant") to be sent in response to all incoming e-mail~~
332 ~~on the day(s) that the employee is working at the ADS. Employees must read~~
333 ~~and respond to emails as if they were at the ODS.~~
334
- 335 • Management may require that employees use **instant messaging, video, or**
336 **similar technology** while working at the ADS.
337
- 338 • **Employees should ensure that the instant messaging or similar technology**
339 **accurately reflects their work status. Employees are expected to timely**
340 **respond to instant messages from management.**

341 ~~Management may require that employees be signed into Lync or similar technology~~
342 ~~while working at the ADS. An employee's Lync indicator (or similar technology) should~~
343 ~~accurately reflect their work status.~~

344 ~~Management may also require that employees be available via video while working at~~
345 ~~the ADS after a one year pilot. Employee participation in the pilot will be voluntary. The~~
346 ~~Agency agrees to provide training on use of video and that employees will receive~~
347 ~~reasonable advance notice, normally 30 minutes, of mandatory video calls. The~~
348 ~~Telework Committee will monitor the pilot and provide a report to the Chapter President~~
349 ~~and/or designee and the Agency at the conclusion of the pilot.~~

350

351

352

353 F. Telework Suspensions

354 ~~Reasonable advance notice, normally 24 hours if practicable, will be provided when~~
355 ~~eEmployee(s) may be required to report to their official duty station for situations such~~
356 ~~as previously scheduled training, conferences, meetings or other operational needs to~~
357 ~~perform work on a short term basis that cannot otherwise be performed at the ADS or~~
358 ~~accomplished by telephone or other reasonable alternative methods. Employees may~~
359 ~~resume telework as soon as the suspension is over.~~

360 ~~Employees may voluntarily suspend telework by notifying their supervisor in advance.~~
361 ~~Employees may resume their telework schedule by notifying their supervisor.~~

362

363 G. Call Backs

364 ~~Employees may be called back to the ODS when warranted in the event work issues~~
365 ~~arise which cannot be performed at the ADS or accomplished by telephone or other~~
366 ~~reasonable alternative methods. Employees are required to report to their ODS as soon~~
367 ~~as possible and no more than two hours after notification. This time is considered duty~~
368 ~~time.~~

369 ~~Transportation between the ADS and the ODS does not entitle the employee to~~
370 ~~reimbursement for official travel.~~

371

372 H. In-Lieu of Days

373 ~~If management temporarily suspends telework or calls an employee back to the ODS,~~
374 ~~the employee is not guaranteed an "in-lieu of" telework day. However, an employee's~~
375 ~~telework day may be temporarily switched to another day with management's~~
376 ~~approval will be allowed to schedule an in-lieu of telework day by the end of the~~
377 ~~following workweek. If an employee is not able to schedule the in-lieu of day by the end~~
378 ~~of the following workweek due to a holiday or the employee's leave, the employee~~
379 ~~forfeits the in-lieu of day.~~

380 ~~Employees are also not guaranteed replacement time if a telework day falls on a~~
381 ~~holiday. However, the employee's telework day may be temporarily switched to another~~
382 ~~day with management's approval. Employees whose scheduled telework day is~~
383 ~~affected by a holiday or leave do not receive an in-lieu-of day.~~

384

385

386

387

388 **Section 7 Environment and Security**
389

390 A. Work site
391

392 If the ADS location is in the employee's residence, the employee is responsible for
393 maintaining the ADS work site in a manner that is conducive to business and is free of
394 hazards. The ADS work site shall include furniture/equipment deemed necessary by
395 management to perform the employee's duties at the ADS such as a desk, chair, surge
396 protector, locking file cabinet or similar secure storage device, etc. ~~deemed necessary~~
397 ~~by management to perform work at the ADS.~~ In addition, there must be proper lighting,
398 power, other utilities, adequate environmental conditions, a readily accessible and
399 working fire extinguisher, and a working smoke detector.

400

401 The employee is responsible for all operating costs, home maintenance and any other
402 incidental costs (e.g., utilities, high-speed internet access, mortgage payments, rent,
403 insurance, and taxes, etc.) associated with the use of the ADS. ~~The ODAR OHO~~ is not
404 liable for damages to employee's personal or real property occurring during the course
405 of performance of official duties except to the extent established by law.

406

407 The employee does not relinquish any entitlement to reimbursement for appropriately
408 authorized expenses incurred while conducting business for the Agency as provided for
409 by law and regulation.

410

411

412 B. Workers' Compensation
413

414 Teleworkers are covered under the Federal Employees' Compensation Act (FECA) and
415 the Agency's policy and procedures concerning workers' compensation for injuries
416 sustained while performing their official duties at the ADS. The employee will
417 immediately notify his/her supervisor of any accident or injury occurring at the ADS in
418 the course of performing official duties.

419

420 C. Federal Tort Claims
421

422 For purposes of the Federal Tort Claims Act, the employee's ADS is treated as an
423 extension of the official duty station.

424

425 D. Security/Safeguarding Work

426

427 Employees working at the ADS are bound by agency policies and procedures on
428 transporting, safeguarding, disclosure and destruction of Agency information, records
429 and data. This includes policies on protecting Personally Identifiable Information (PII),
430 the Federal Information Security Management Act, the Privacy Act, 5 U.S.C. § 552 the
431 regulations implementing the Privacy Act, including those at 20 C.F.R. Part 401; 42
432 U.S.C. § 1306; and all other statutes, regulations, and Agency policies pertaining to the
433 disclosure, retention, and electronic transmission of official records and information.

434

435 E. Home Inspections

436

437 Management may inspect the ADS ~~prior to approving telework~~ to ensure conformity with
438 the conditions set forth in the Telework Program Request and Agreement ~~and Safety~~
439 ~~Self-Certification Safety Checklist~~. Management may inspect the ADS with twenty-four
440 (24) hours advance notice during the teleworker's regular core hours. Management will
441 not inspect non-work space in the ADS.

442

443 F. Agency Owned IT Equipment

444

445 ~~Subject to the availability of resources,~~ The Agency will ~~provide~~ **determine**
446 appropriate IT equipment for teleworkers. SSA retains ownership and control of any
447 SSA furnished hardware, software, and data and is responsible for maintaining,
448 providing support and repairing the equipment; however, there will be no on site IT
449 support provided in employees' homes. The employee is not responsible for costs
450 related to maintenance of government owned equipment.

451

452 Employees have a continuing responsibility to safeguard Government property and are
453 responsible for the care, security and effective utilization of the Government property
454 they use. **In accordance with Agency policy, employees may be required to**
455 **reimburse the Agency for failure to exercise reasonable care of Government**
456 **property. Failure to exercise these responsibilities may result in termination from**
457 **telework in accordance with Section 10 of this Article.**

458

459 Management may require that employees working at an approved ADS obtain (at their
460 own expense) high-speed/broadband internet access sufficient to support the
461 accomplishment of the employee's assigned duties.

462

463

464 **Section 8 Accountability and Evaluation of Work**

465

466 Management will evaluate work performed at the ADS in accordance with the Telework
467 Program Request and Agreement and in accordance with Article 21 of the 2014 SSA-
468 NTEU National Agreement. Employees are expected to complete their official duties at
469 the ADS in the same manner as at the ODS.

470

471 Management may require employees on telework to account for their work performed at
472 the ADS. The format and required content will be determined by management.

473

474

475 **Section 9 Employee Conduct at the ADS**

476

477 All laws, government- wide rules, government- wide regulations, and Agency policies
478 governing employee conduct at the ODS continue to apply at the ADS including, but not
479 limited to, the Privacy Act and the Standards of Ethical Conduct for Employees in the
480 Executive Branch.

481

482

483 **Section 10 Termination from the Telework Program**

484

485 Employees may voluntarily terminate their participation in the Telework program at any
486 time by notification to their supervisor and may reapply at the next application period.

487

488 Management retains the right to terminate an employee's participation in the Telework
489 Program if:

490

491 1. The employee no longer meets one or more of the eligibility requirements
492 contained in Section 3; or

493

494 2. The employee fails to comply with any of the conditions set forth in the Telework
495 Program Request and Agreement; or

496

497 3. The employee fails to comply with the provisions of this article; or

498

499 4. There is a ~~consistent~~ diminishment in the employee's performance ~~at the ADS in~~
500 ~~comparison to performance at the ODS.~~

501

502 Management will normally counsel employees about specific problems, including a
503 diminishment in performance, before removing an employee from the Telework

504 Program **except in the case of serious violations**. When an employee's participation
505 in the Telework Program is terminated, the employee will be notified in writing of the
506 reason for termination and the effective date of the termination. Management will
507 consider individual circumstances when determining the effective date of removal from
508 the program.

509
510 An employee, who has been removed from the Telework Program, may reapply for
511 Telework at the first application cycle following a ~~6-month~~ **1 year** termination period
512 unless otherwise prohibited by law, rule, or government-wide regulation. ~~However,~~
513 ~~employees who successfully complete a PA may reapply for Telework immediately~~
514 ~~following the end of the 6-month termination period. Management will consider~~
515 ~~individual circumstances when considering the effective date of removal from the~~
516 ~~program.~~

517
518 If a disciplinary action is reversed, the employee will normally resume telework at the
519 beginning of the first pay period following the reversal as long as the employee meets
520 the eligibility requirements.

521 EXHIBIT 4

522

523 TELEWORK PROGRAM AGREEMENT

524

525

526 I, _____, request to participate in the Telework program. I
527 understand, acknowledge and agree to the following terms:

528

529 The address and telephone number of my Alternative Duty Station (ADS) is:

530 _____

531 Address: _____

532 _____

533 _____

534 _____

535 Telephone Number: _____

536

537 1. I understand the location of the ADS cannot be changed without prior approval of
538 management. I understand I may have only one ADS.

539

540 2. My hours of duty at the ADS will be the same as at my Official Duty Station (ODS).

541

542 3. My meal break and my breaks will be the same as at my ODS.

543

544 4. I will report my time and attendance in accordance with agency policy, the WebTA
545 MOU, and Official Duty Station (ODS) procedures while working at the ADS.

546

547 5. I will request leave in accordance with Article 16 of the SSA NTEU National
548 Agreement and the WebTA MOU.

549

550 6. While working at the ADS, I will be accessible via technology as determined by
551 management, including by telephone, email, instant message, video, etc. to my
552 supervisors, clients, colleagues, and external customers in accordance with Article
553 17 of the SSA NTEU National Agreement.

554

555 7. I will, if determined necessary by management, enable a preprogrammed e-mail
556 reply (e.g., "out of office assistant") to be sent in response to all incoming e-mail at
557 the ODS.

558