7-2500 (6-95)
Bureau of Reclamation

BUREAU OF RECLAMATION AND EMPLOYEE AGREEMENT
FLEXIBLE WORKPLACE PROGRAM

Employee name	Duty station	
Home address		
City	State	Zip code
Mail code	Tel (H)	Tel (W)
Title	PP, Series, Grade	
Reason for work at home		
Start	End	
Describe worksite in home		

I believe the Safety Checklist below is accurate and my home is a reasonably safe place to work. I also understand and concur with the terms of this agreement.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

The employee may self certify this Safety Checklist.

LIST OF ITEMS/CONDITIONS TO INSPECT - Check Yes, No, or Not Applicable (N/A) as appropriate	YES	NO	N/A
1. Has your home computer work station been evaluated in accordance with the guidance in Chapter 15 of the Reclamation Occupational Health Handbook dealing with ergonomcis and traumas such as carpel tunnel syndrome?			
2. Is the workspace free of asbestos-containing materials?			
3. If asbestos-containing material is present, is it undamaged and in good condition?			
4. To the extent it can be determined, is the work area free of indoor air quality problems?			
5. Has the work area been tested for radon gas?			
6. If yes, what level of radon has been reported?			
7. Are there any gas space heaters in the area?			
8. If yes, are they free of CO problems?			
9. Is the space free of noise hazards (in excess of 85 decibels)?			
10. Is there a potable (drinkable) water supply?			
11. Is adequate ventilation present for the desired occupancy?			
12. Are lavatories available with hot and cold running water?			
13. Are all stairs with four or more steps equipped with handrails?			
14. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?			
15. Do circuit breakers clearly indicate if they are in the open or closed position?			
16. Is there a ground fault circuit interrupter (GFCI) installed in the work space?			

LIST OF ITEMS/CONDITIONS TO INSPECT - Check Yes, No, or Not Applicable (N/A) as appropriate	YES	NO	N/A
17. 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 fixed to the ceiling, etc.)?			
18. Will the building's electrical system permit the grounding of electrical equipment?			
19. Is there a smoke detector in or near the work area?			
20. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?			
21. Are file cabinets and storage closets arranged so drawers and doors do not open into hallways?			
22. Is the office area overly furnished?			
23. Do chairs have any loose casters or wheels?			
24. Are the rungs and legs of chairs sturdy?			
25. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?			
26. Is the office space neat, clean, and free of excessive amounts of combustibles?			
27. Are the floor surfaces clean, dry, level, and free of worn or frayed seams?			
28. Are carpets well secured to the floor and free of frayed or worn seams?			
29. Do you have an emergency or contingency plan in place with emergency telephone numbers and means of escape?			
30. REMARKS:			

NOTE: Employees are responsible for informing their supervisors of any significant change to work area or space!

Employee signature _____ Date _____

1. Employee agrees to participate in this program on a voluntary basis and to adhere to the applicable guidelines and policies.

2. Agreements are normally made for 1 year, but are renewable at the end of each year. Agreements may be made for a specified period of less than 1 year, but it is recognized in advance that some variance before and after this period may occur based on changing conditions.

3. Employee is allowed to choose a normal, compressed, or flexible work schedule as at the main worksite. Normal overtime, credit hours, compensatory time, etc., rules and procedures apply for work at home participants; however, working overtime or earning credit hours without a physician's written permission is normally not appropriate for work at home situations involving medical circumstances.

4. All pay, leave, and travel entitlements will be based on the employee's official duty station.

5. Employee's timekeeper will maintain a copy of the employee's work at home schedule. Employee's time and attendance will be recorded as performing official duties at the official duty station. Any employee self-certification timekeeping processes in place at the official duty station will be accomplished during participation in this program. It is recognized that some variations in hours actually spent performing work during the scheduled workday if it is a fixed schedule or a set part-time schedule may occur due to medical conditions or other circumstances beyond normal control. However, the normal duty day must be accounted for by hours worked, some form of authorized leave, compensatory time-off, credit hours, or any combination thereof.

6. Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

7. Employee will continue to work in a pay status while working at his/her residence. If specifically required, employee will notify supervisor prior to earning credit hours. Supervisory approval prior to using credit hours is mandatory. If employee works overtime that has been ordered and approved in advance, he/she will be compensated in accordance with applicable laws, regulations, and FPM guidance. The employee understands that the supervisor will not accept the results of unapproved overtime and will act vigorously to discourage it. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from the Flexible Workplace Program or other appropriate action.

8. If the employee requires Government equipment at their residence, they must first obtain written permission in accordance with applicable procedures. Use and protection of Government equipment must be in accordance with FIRMR Bulletin 30, October 15, 1985, and the Custodial Officer's Handbook. Government-owned equipment will be serviced and maintained by the Government. Government-

procured software for use at the alternate duty station will be licensed to the Government. Employee must comply with software license agreements and the Department of Interior's Copyrighted Software Policy. Employee will contact the Customer Support Group (236-7466 in Denver) to obtain a copy of the dial-in communications software (currently using pcANYWHERE). Employee must provide a copy of the approved work agreement for the Flexible Workplace Program (this document) before the dial-in communications software is installed for remote access to Reclamation computers from home. If employee provides own equipment, he/she is responsible for servicing and maintaining it.

9. Computer security guidelines and procedures will be implemented at the alternate duty station to protect hardware, software and data. Backup copies of software and data will be created periodically (weekly is recommended). Computer virus prevention procedures will be implemented to reduce the threat of being infected, i.e., scan all diskettes for viruses, scan downloaded software, scan hard disk drive periodically. Contact the RSC computer security manager for assistance, if necessary.

10. Provided the employee is given advance notice (usually at least 24 hours), the employee agrees to permit home inspections by the Government at the employee's home worksite at periodic intervals during the employee's normal working hours to ensure proper maintenance of Government-owned property and worksite conformance with safety standards and other specifications in these guidelines. Some circumstances might warrant unannounced visits.

11. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor. Because an employment-related accident sustained by a Flexiplace employee will occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.

12. The Government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's residence, except to the extent the Government is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claims Act.

13. The Government will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) whatsoever associated with the use of the employee's residence. By participating in the Flexiplace Program, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided by statute and implementing regulations. If employee is authorized miscellaneous expenditures, such as for installation of telephone line, FTS 2000, call forwarding, etc., employee will promptly file claims for reimbursement of miscellaneous expenses utilizing appropriate form in a timely fashion.

14. OSHA standards apply and employee is covered under Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official duty station or the alternate duty station.

15. Provisions of any performance plan in place at the main worksite will apply to an employee working at home.

16. At intervals that may be prescribed in the Federal Flexiplace guidelines, the supervisor and the employee may be asked to complete surveys and performance ratings which summarize Flexiplace impact on the office, the employee, the supervisor, and other organizational elements.

17. In order to continue in the program, the employee's most recent performance rating of record must be at least fully successful.

18. Employee will apply approved safeguards to protect Government/agency records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, Public Law 93-579, codified at Section 552a, Title 5. U.S.C.

19. Employee and supervisor agree to promptly complete and submit evaluation materials and to attend periodic focus group meetings if such are required.

20. Employees or management may terminate participation in this project at any time with appropriate notice by either party. Management removals must be accomplished in accordance with established administrative procedures and union-negotiated agreements and efforts will be made to provide 30 days notice. Management will act as expeditiously as possible on employee requests for removal but may take up to 30 days if necessary.

21. Employee agrees to limit performance of officially assigned duties to the official duty station or the Reclamation-approved alternate worksite. Failure to comply with this provision may result in loss of pay, termination of Flexiplace arrangements, and/or other appropriate action including disciplinary action.

22. Employee agrees that any requirements involving home owners insurance, taxes, zoning laws, covenants, etc., are the responsibility of the employee.