



United States Department of the Interior

BUREAU OF RECLAMATION
Great Plains Regional Office
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IN REPLY REFER TO:

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September 5, 2012

VIA ELECTRONIC MAIL ONLY

GP Policy Memorandum PER-11

MEMORANDUM

To: All Great Plains Region Employees

From: Michael J. Ryan /s/
Regional Director

Subject: Great Plains Region's Telework Guidelines

This business practice serves to assist managers and supervisors in the consistent application of Bureau of Reclamation's Directive and Standard (D&S) for Telework (HRM TRMR-41 and its Appendices issued June 3, 2011, herein after called the D&S), specifically the Responsibilities (part 4 E), Management Standards (part 5), Telework Participation (part 8), and Telework Agreement (part 9) elements of the D&S. Also, this business practice is intended to bring additional focus to the information related to the supervisor – employee discussion as described in D&S Appendix A.1.

Fixed Schedule Teleworking (as defined in the D&S) for all employees of the Great Plains Region (Region) will be initially implemented beginning in fiscal year 2013. Staff in clerical, secretarial, student positions and those serving their probationary period may participate in the Telework program only on an intermittent schedule because of the high level of interaction required for those positions (e.g. mentoring opportunities, office coverage.) For all other employees, the individual manager retains discretion to determine whether an employee in their office or division may telework on a Fixed Schedule and the manager retains flexibility to grant Intermittent Telework (as defined in the D&S) opportunities to eligible employees.

Fixed telework will not be scheduled on Mondays or Fridays. For Monday, this decision is based on the need for staff meetings and other communication within each office and within the Region. For Fridays, this decision is based upon the demonstrated frequency of high profile, fast turnaround requests from other Reclamation offices and the need for staff presence on that day. The fundamental principle of teleworking is that the work accomplished at the alternate worksite must be the same as work regularly done in the office, the staff teleworking must be reachable by phone and email as if they were in the office, and have similar network access capabilities as if they were in the office. Those members of the Regional staff who are eligible to participate in teleworking will be determined by their manager. Following determination of eligibility and

completion of the required training for both supervisor and employee, the supervisor will review the pertinent factors of an employee's work, including but not limited to those factors found in part 8 of the D&S, and determine the suitability of telework for each case. In their determination, managers will consider any additional requirements or limitations such as the type of communications needed to document the teleworker's assignments and accomplishments.

The Region will not provide a telephone line or cell phone for telework activities. Teleworkers must be able to be contacted by customers on their telework days and are required to provide a telephone number where they can be reached during the telework day. There must be a way to leave a message at the non-office number, should the teleworker be temporarily unable to answer calls.

Managers will consider the computer needs of the teleworker on a case-by-case basis. In some instances, either a desktop or laptop may be provided for the teleworker's use. The teleworker will provide a suitable internet connection so that the work assigned for telework can be accomplished while teleworking in a similar timeframe and manner as could be accomplished in the office. The manager and teleworking employee are responsible for obtaining a property pass from the custodial officer for computer equipment used while teleworking. This property pass is required when taking government-owned computer equipment offsite. In some circumstances, the use of a government-provided computer will not be necessary for the teleworker to accomplish their assigned task(s). Use of a non-government computer and associated web-access connection through the teleworker's internet connection (to monitor email) and/or a thumb drive for transferring data from office to home could meet the needs of the telework assignment.

The requirement for pre-authorization of overtime or compensatory time for very limited and short-duration activities will not be changed for teleworkers. Employees may request and be granted leave while teleworking. ETAS will be used to record and track telework hours for those participating employees.

PROCESS STEPS

Employee requests to telework. Employee should be prepared to:

- Make a business-based proposal for telework.
- Describe logistics like location and frequency and how work will be accomplished without adverse effect on the organization and/or co-workers.

Telework considerations addressed and employee's ability to telework determined. Employee and manager/supervisor will discuss if:

- There is adequate office coverage.
- The employee's performance and office operations can remain undiminished.
- Duties and assignments are portable.

- Duties and assignments can be quantitatively or qualitatively measured for productivity.
- The employee’s official duties require direct handling of restricted-access materials.
- The majority of work performed is over phone, in person or via computer.
- The amount of time the employee is required to have direct contact with colleagues.

Training requirements must be completed prior to approving or performing telework.

- Managers/Supervisors and Employees: <http://www.doi.gov/doilearn/index.cfm>

Required Documentation

- Reclamation Telework agreement must be completed, reviewed, and approved by employee and manager/supervisor.
- VPN request completed. (ONLY if the employee requires VPN access to the Reclamation Network) https://vpn.doi.gov/dana-na/auth/url_23/welcome.cgi

Effective Date: Effective upon date signed.

Expiration Date: This policy memorandum remains in effect until canceled or superseded.

Authorities: Reclamation’s Directive and Standard (D&S) for Telework (HRM TRMR-41).

Contacts: Questions regarding this policy memorandum may be addressed to the Regional Human Resources Office by calling 406-247-7728.

Date of Last Review: _____
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