

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO

8 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Telework Policy

1. Reference.

- a. Section 359 of Public Law No. 106-346, "Department of Transportation and Related Agencies Appropriation Act 2001", 23 October 2000.
 - b. DoD Telework Policy and Guide for Civilian Employees, 22 October 2001.
 - c. DoDI 1035.01 Telework Policy, 3 April 2007.
2. The DoD Telework Policy and Guide implemented the requirements of Section 359 of Public Law No. 106-346, which requires executive agencies to establish policies under which civilian and military employees may participate in teleworking, without diminished employee performance. This memorandum outlines the telework policy for the Ohio National Guard.
 3. Applicability. All full time Federal employees of the Ohio National Guard, to include dual status and non-dual status employees and Active Guard Reserve, henceforth referred to as "employee".
 4. Teleworking can be a valuable management tool, effective in improving quality of life for the Title 32 workforce, by allowing employees to balance their work life with their private life and family responsibilities. Telework enhances the Ohio National Guard's efforts to recruit and retain high quality employees. Teleworking directly benefits society in terms of cleaner air through reduced energy consumption and decreased traffic congestion.
 5. Telework is not an employee entitlement and does not change employment terms and/or conditions. The telework arrangements can be terminated, at will, by either the employee or supervisor(s).
 6. Telework is not to be scheduled outside existing hours of duty or outside the employee's approved work schedule.
 7. Telework arrangements may be made on a regular basis or may be arranged for a particular situation that warrants such arrangement. Regular telework may be requested as an ongoing permanent schedule. Employees could be approved to telework for one (1) or more days per week from their home or alternate location. It is intended that the telework day(s) not "float"

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throughout the week, but be a regular part of the work schedule. Situational telework may be approved for employees who are working on a special project, have a short term personal issue, or other appropriate reasons. Situational telework schedules will include a start and end date. The employee will resume his/her normal schedule and report-in location at the conclusion of the situational telework agreement.

8. Employees may request either a regular or situational telework schedule by filling out the attachments to this policy memorandum. Employees will need to provide a justification for telework as well as a detailed outline of the work that will be accomplished, how the employee will remain productive, a description of the alternative work site, and how communication will be maintained with the supervisor. This request will be turned into the employee's immediate supervisor for review by his/her supervisory chain. If the supervisory chain is in agreement with the request, it will be forwarded to the Director of Human Resources for final approval. If telework is requested by a unionized technician the Director of Human Resources will review the request with the AFGE Chapter President, if appropriate.

9. The Ohio National Guard is not responsible for any operating costs associated with the employee using his or her home as an alternate worksite. This includes, but is not limited to, home maintenance, insurance, internet connectivity, utilities, and/or home or cell phone reimbursement. The employee must also acknowledge and agree that the Ohio National Guard will not be liable for damages to an employee's personal or real property, while the employee is working at the approved alternative workplace.

10. Employees who are approved for telework must acknowledge and agree that they are responsible for a safe and healthy alternative workplace. In addition, the employee must acknowledge and agree that he or she is covered under the Federal Employee's Compensation Act, or military line of duty injury procedures, only if injured in the course of actually performing official duties at the approved alternative workplace. The employee must notify his/her supervisor immediately of any accident or injury that occurs at the alternative workplace and complete any required forms. The supervisor will investigate such a report and, if deemed necessary, arrange an on-site investigation. The Ohio National Guard will not be liable for accidents that occur outside of the specific work area in the home.

11. Time spent in a telework status must be accounted for and reported in the same manner as if the technician reported for duty at the traditional worksite. Hours spent in a telework status must be documented using the appropriate Standard Labor Data Collection and Distribution (SCDLADA) code. When using SLDCADA, the type hour code will be RG and the environmental code will be one of the following; Telework Ad Hoc/Situational (TS), Telework Medical (TM), or Telework Regular Recurring Schedule (TW).

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12. Questions concerning this policy may be directed to Kathy Gulla, Labor Relations Specialist at (614) 336-7475, DSN 346-7475 or kathleen.s.gulla@us.army.mil.

FOR THE ADJUTANT GENERAL:

4 Encls

1. Telework Application Form
2. Agreement Between for Telework
3. Telework Implementation Checklist
4. Safety Memo for Home-Based Teleworkers



HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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Ohio National Guard Telework Application Form

Please complete, sign, and return this form to your supervisor.

1. Mark your choice:

_____ I wish to work from home. If you are requesting to work from your home you must describe the specific location within the home. _____

_____ I would like to work at the following site _____

2. Determine if you are interested in teleworking on a regular or situational basis.

_____ Situational Telework – Short term schedule to meet a specific need (e.g. special projects, personal issue)

_____ Regular Telework - Typically at least one workday per pay period at an alternate worksite.

Circle “week” or “pay period” depending on how frequently you are requesting to telework. Place a number “1” in the box corresponding with the day you would most like to work at an alternate site as your first choice. Place a number “2” in the box corresponding with the day you would like to work at an alternate site as your second choice.

Day	Per <u>Week</u> or <u>Pay Period</u>	Duty Hours (specify hours of work and lunch break)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

3. On a separate sheet of paper please answer the following; Why you wish to telework? What tasks you plan to accomplish while teleworking? How you plan to accomplish work at an alternate site in an equal or more productive way? Be specific as to the type of work you will perform and how it will be evaluated for performance. Explain how you will communicate your status to your supervisor when teleworking. It is understood that each plan may contain unique characteristics to ensure the agreement benefits the agency and employee in the scope of mission, effectiveness, and productivity.

NAME _____ DATE _____
ORGANIZATION _____

Agreement Between Ohio National Guard and Employee Approved for Telework

The following constitutes an agreement between

_____ and _____
(Supervisor/Approving Authority) (Employee)

Both parties agree to the terms and conditions of this agreement as well as the Ohio National Guard's established Telework Program. The supervisor and the employee should each keep a copy of this agreement for reference.

Official Duty Station/Alternative Workplace

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, BAH and travel is _____.

The employee voluntarily agrees to work at the following agency approved alternative workplace (if you will be working from home be specific as to the location within the home)

_____,
and to follow all applicable policies and procedures. Employee recognizes that the telework arrangement is not an employee entitlement but an additional method the agency may approve to accomplish work.

Changes to Telework Arrangement

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements. A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Home Worksite/Area

The employee agrees to provide a specific and limited safe work area in their home adequate for the performance of official duties. The employee is responsible for ensuring that working from home will not violate any lease agreements, homeowner's association rules, or zoning ordinances. Government vehicles may not be used to transport the teleworker to or from the home worksite.

Worksite Inspection

The employee agrees to permit the Agency to inspect the approved alternative workplace, with advanced notice, during the employee's normal working hours to ensure proper maintenance of

Government-owned property and conformance with safety standards. Employees will review the memorandum “Home Based Teleworkers, Safety in an Alternative Worksite” when considering a telework arrangement.

Alternative Workplace Costs

The employee understands that the Government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, for example, home maintenance, insurance, internet connectivity, utilities, home or cell phone charges. The employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations. For work at home arrangements, the employee is required to designate one area in the home as the official work station. The government's potential exposure to liability is restricted to this official work station for the purposes of telework. Employees are responsible for ensuring that their homes comply with safety requirements.

Salary, Benefits and Leave

The Agency agrees that a telework arrangement is not a basis for changing the employee's salary or benefits. Existing rules on pay and leave administration apply to telework employees. The employee agrees to follow established office procedures for requesting and obtaining approval of leave.

Official Duties

Unless otherwise instructed, the employee agrees to perform official duties only at the official duty station or agency-approved alternative workplace. The employee agrees not to conduct personal business while in official duty status at the alternative workplace, for example, caring for dependents or making home repairs. It is expected that employees will take breaks, lunch, and address personal issues at the alternate worksite in a manner consistent with behavior that is accepted in the traditional work setting. Any data, document or work product developed in the employee's alternative work site is the sole property of the U.S. Government.

Position Descriptions and Performance Management

Telework does not require major changes in position descriptions but could affect factors such as supervisory controls and work environment. Performance standards will be adjusted as necessary to be result-oriented and describe the quantity and quality of expected work products and the method of evaluation. These measures will be the same as it is for employees working at the official duty station. The employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and standards in the employee performance plan. The employee agrees to provide regular reports if required by the supervisor to help judge performance. The supervisor/approval authority may check progress via telephone calls, electronic mail or other available means. The

employee understands that a decline in performance may be grounds for canceling this telework agreement.

Time and Attendance Issues

The Agency agrees to make sure the telework employee's timekeeper has a copy of the employee's work schedule. The assigned hours of work while teleworking form part of the employee's regular tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. The supervisor agrees to certify biweekly the time and attendance for hours worked at the official duty station and the approved alternative workplace. Timekeepers will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a code into the automated time and attendance system. Codes are dependant on the type of telework performed and are as follows: "TW" for regular telework, "TS" for situational telework, and "TM" for telework performed while recuperating from an injury, illness or medical procedure. For instance, if an employee has a regular daily tour of duty of 10 hours and spends 10 hours in a regular telework status, 10 hours is recorded using the "TW" code. The appropriate telework code is entered on the Army Guard employee's Time and Attendance excel spreadsheet. Air Guard employees will have their "type hour" code entered as appropriate (RG for GS, RF for WG/WS) on the employee Time Sheet, and the appropriate telework code entered under the E/H OTH block (Telework Ad Hoc/Situational (TS), Telework Medical (TM), or Telework Regular Recurring Schedule (TW)).

Supervisors can verify an employee's time spent working at an alternative worksite by determining the reasonableness of the work output for the time spent, or by making occasional telephone calls during the employee's scheduled work hours at the alternative worksite. The technique for determining reasonableness of work output for the time spent is consistent with managing by results.

Employees in a telework status must adhere to their approved work schedules. The agency and employee agree the employee's official work schedule when in a telework status will be 0800 to 1700 hrs unless a pre-approved alternate work schedule is in place. Employee agrees to work compensatory time only when ordered and approved in advance by the supervisor and understands that compensatory time worked without such approval is not compensated and may result in termination of the telework privilege and/or other appropriate action. Telework is not to be scheduled outside existing hours of duty or outside the employee's approved work schedule.

Injuries occurring in the home outside of the teleworker's assigned workspace or hours of work will not be covered by workers' compensation.

Administrative Leave, Dismissals and Emergency Closing

Employees not designated as "emergency employees" (including telecommuting employees at an alternative work site) are excused from duty without loss of pay or charge to leave in accordance with the ONG technician handbook, Administrative Dismissals, AKA "Admin Leave, Excused Absence".

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may offer the teleworker the option to take leave or use compensatory time off, if applicable, or require the employee to report for work at the traditional worksite. If the employee knows in advance of a situation that would preclude working at the alternative worksite, then alternative work schedules, leave, or time in the employee's traditional worksite must be scheduled. If a similar occurrence causes employees at the traditional worksite to be unable to continue working, e.g., part of a large organization is dismissed due to a lack of heat or cooling, employees who are teleworking in the commuting area would likely not be affected and would not need to be excused from duty.

Physical Fitness

The Agency's existing policy on Physical Fitness applies if approved by the supervisor.

Equipment/Supplies

The employee agrees to use their personal telecommunications equipment and to install, service, and maintain any personal equipment used. In the event that Government-furnished equipment is issued to the employee over the duration of this agreement, the employee agrees to protect Government-furnished equipment and to use the equipment only for official purposes. The agency agrees to install, service, and maintain any Government-furnished equipment issued to the telework employee. Government-furnished equipment is FOR OFFICIAL USE ONLY. The employee agrees to protect any Government-furnished equipment, to prevent the use by others, and to use the equipment only for official purposes. If telework is no longer required or appropriate, the employee must immediately return Government-owned hardware, software, and data, and cancel all telecommunication services that the Government provided.

The preferred method to conduct telephonic business while teleworking will be through Agency remote access systems. Charges for long distance telephone calls will only be reimbursed in the rare instance that remote access is unavailable. Under 31 U.S.C. Section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees shall complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of the telephone charges. Teleworkers may be provided with agency-appropriated calling cards if duties require making long distance calls on a regular basis.

Security

If the Agency provides Government-furnished computer equipment for the alternative workplace, the employee agrees to the following security provisions:

The employee must comply with DoD and applicable Air/Army security procedures and ensure that security measures are in place to protect the equipment from damage, theft, or access by

unauthorized individuals. The employee is responsible for providing security against loss due to malicious logic, physical or virus loss, theft, or damage. All teleworkers using automation from home will complete Information Assurance training with their respective services before engaging in telework. Annual refresher training will be required during the term of the telework agreement. Failure to annually certify will result in the immediate termination of the telework agreement. Antivirus and firewall software is available for both Government and privately owned computers and must be used when teleworking. Requests for anti-virus and firewall software may be addressed with your respective service.

As a member of the Ohio National Guard, the employee understands that the nature of our business requires that we deal with information routinely that can be deemed as sensitive to national security, Privacy Act and classified material. Access to sensitive documents, data, records, etc. must be consistent with Air/Army applicable directives and instructions. Private equipment may not be used to access or view classified information.

Liability

The employee understands that the Government will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act. Face-to-face contact with customers or other employees as a part of the teleworker's assigned duties must be conducted at traditional worksites and not inside the teleworker's home.

Injury Compensation

The employee understands he or she is covered under the Federal Employee's Compensation Act, or military line of duty injury procedures, if injured in the course of actually performing official duties at the official duty station or the approved alternative workplace. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace and to complete any required forms. The supervisor agrees to investigate such a report immediately and if deemed necessary, arrange an on-site investigation. The Agency will not be liable for accidents that occur outside of the specific work area in the home.

Disclosure

The employee agrees to protect Government/agency records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

Standards of Conduct

The employee agrees he or she is bound by agency standards of conduct while working at the alternative worksite and/or using Government owned equipment.

Mileage Savings

This telework arrangement would result in an estimated mileage savings of _____ miles per pay period.

Termination of the Telework Agreement

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. The employee understands that the agency may cancel the telework agreement and instruct the employee to resume working at the official duty station. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

Other Action

Nothing in this agreement precludes the agency from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this agreement.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

HRO Review – Approved/Disapproved

HRO/Deputy HRO Signature _____ Date _____

Ohio National Guard Telework Implementation Checklist

Name of Employee _____

Name of Supervisor _____

Contact information for Supervisor _____

_____ Employee reviews telework policy and telework safety memorandums.

_____ Employee submits a Telework Application to supervisor for review.

_____ Employee submits documentation to substantiate a special need (if required).

_____ Employee completes a Telework Agreement.

_____ Supervisor reviews telework position and employee suitability.

_____ Supervisor ensures that the employee completed Information Assurance Training.

_____ Supervisor recommends approval/disapproval of the telework arrangement.

_____ Supervisor to forward the telework packet to HRO for review.

_____ HRO approves/disapproves the telework package.

Directors, Managers, Supervisors, and Employees must follow-up annually on Telework progress to determine the success of each Telework arrangement. Be prepared to measure the success of the telework arrangement. Please forward copies of this checklist and telework packets to HRO, Attn: Kathy Gulla, Labor Relations Specialist, 336-7475, DSN 346-7475, Fax 336-7052, DSN Fax 346-7052, email to [kathleen.s.gulla @us.army.mil](mailto:kathleen.s.gulla@us.army.mil).

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO

8 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Home Based Teleworkers, Safety in an Alternative Worksite

1. The following is a listing of environmental and safety requirements for home based telework. It has been developed for technicians who may want to request telework so that they can consider and evaluate the overall safety of the alternative worksite.

- a. Are temperature, noise, ventilation, and lighting levels adequate for maintaining normal levels of job performance?
- b. Are all stairs with four or more steps equipped with handrails?
- c. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? Do circuit breakers clearly indicate if they are in the open or closed position? 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 to the ceiling)? Will the home's electrical system permit the grounding of electrical equipment? If you use a space heater is it at least three feet away from anything that could burn?
- d. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
- e. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
- f. Are the casters (wheels) secure on the chair you will use? Are the rungs and legs sturdy?
- g. Are the phone lines, electrical cords and extension wires secured under a desk alongside a baseboard? Is the office space neat, clean, and free of excessive amounts of combustibles? Are floor surfaces clean, dry, and level and free of worn or frayed seams? Are carpets well secured to the floor and free of worn or grayed seams? Is there enough light for reading? Is the space free of asbestos containing materials? Is the space free of indoor air quality problems?
- h. Is there a drinkable water supply?
- i. Do you have at least one fire extinguisher in your home and do you know how to use it. Do you have smoke alarms and do you test them monthly to make sure they work.
- j. Are restrooms available with hot and cold running water?

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2. Teleworkers also need to consider their work station. It should be ergonomically correct to provide both comfort and efficiency, as work is performed at home.

a. Is your chair adjustable and do you know how to adjust it? Is your back adequately supported by the chair's backrest? Are your feet on the floor or fully supported by a footrest?

b. Are you satisfied with the placement of your computer monitor, mouse and keyboard? Do you have enough leg room at your desk? Is the top of the computer monitor screen eye level? Is there space to rest your arms while not keying? When keying, are your forearms parallel with the floor? Are your wrists fairly straight when keying.

3. If you are approved for telework in your home always be "situationally aware".

S- Stop before you act, don't rush into a situation or mission without considering the risk against the benefits.

T- Think about what you are about to do, what is the right way to safely accomplish the task.

O- Observe the situation and environment. What are the risks? How can I reduce them.

P- Plan. Develop your plan to reduce the risk and decide how to best implement the plan.

P- Proceed with safety. Supervise continuously and constantly looking for ways to improve.

4. Please consider each item above as you make your decision to request telework.

5. The POC for the above referenced information is Ms. Kathy Gulla, Labor Relations Specialist, 614-336-7475, DSN 346-7475, or kathleen.s.gulla@us.army.mil.

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