

**FEDERAL EMERGENCY MANAGEMENT AGENCY
TELEWORK AGREEMENT**

1. Employee Name	2. Organization Code	3. Position Title	4. Office Phone
5. Supervisor Name/Title			6. Office Telephone No.

Type: Regular Episodic Medical

Completion of this agreement indicates that both the employee and supervisor agree to the conditions of telework. Employee participation as a teleworker is voluntary and is available only to employees deemed eligible, at the Agency's discretion. Telework is not an employee right or entitlement, but an alternate work schedule. This agreement may be terminated by either the telework employee or the supervisor. The Agency will not be held responsible for costs, damages, or losses resulting from participation as a teleworker, except as authorized by Law and Agency policy (i.e., OWCP).

1. Employee agrees to adhere to the applicable guidelines and policies as listed in this agreement and in the Agency Policy. Agency concurs with employee participation and agrees to adhere to the applicable guidelines and policies.
2. Employee's official tour of duty and location are listed below. For additional periods of Episodic Telework complete FEMA Form 14-11A.

Pay Period: Work Week	Day	Hours*		Duty Location	
		Start	Stop	Official	Alternate**
Week 1	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Week 2	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

*Includes nonpaid lunch period.

** Not to exceed three (3) nonconsecutive days per week.

3. Management reserves the right to alter the employee's established work schedule to accommodate peak workload office demands or for any other official purpose with advance notification. This may include requiring a telework employee to come to the office on a normal telework day. This schedule may be suspended under extenuating circumstances, such as disaster assignments, out-of town travel, etc.
4. All pay, special salary rates, leave, and travel entitlement will be based on the employee's official duty station.
5. The alternate duty station (the location in which the employee is designated to work while not at the official duty station) as indicated above. Please describe the alternate work site. A Self-Certification Safety and Health Checklist must be prepared and provided if the alternate location is the employee's residence.

DURATION STATEMENT: This agreement is effective for one year from date of approval.

6. Employee's timekeeper will have a copy of the telework schedule. Employee's supervisor will certify biweekly time and attendance for hours worked. Employees must complete the Employee Self-Certification Time and Attendance Report and return it to his or her supervisor on the Monday following the end of the pay period.
7. Employee must obtain supervisory approval before using any leave (i.e., sick, annual, LWOP, Credit hours, Compensatory time , etc.) in accordance with established office procedures. By signing this agreement, employee agrees to follow established procedures for requesting and obtaining approval of leave.
8. Employee will continue to work in pay status while working at the alternate work site. Request for overtime, compensatory time and credit hours must be approved in advance and will be compensated in accordance with applicable laws, regulations, and guidance. By signing this agreement, employee agrees to obtain prior approval for additional work hours. Failure to adhere to proper approval may result in the employee's removal from the Telework Program or other appropriate action (e.g., disciplinary, etc.)
9. Employee agrees to attend mandatory training prior to participation in the program and agrees to participate in all program evaluation/monitoring activities as requested.
10. An employee who is authorized to use Government equipment will protect that equipment in accordance with the procedures established in FEMA Manual 6150.1 Personal Property Management Program. Should repair or maintenance of Government equipment be needed, the employee will bring it to the designated repair point at the official duty location. Employees must complete a FEMA Form 61-9, Custody Receipt for Government Property on Personal Charge, for equipment assigned for telework use. An employee who provides his/her own equipment is responsible for installation, service, and ongoing maintenance.
11. The employee agrees to permit periodic visits by the Agency of the alternate work site during employee's telework hours to ensure proper maintenance of Government equipment, conformance with safety standards, or as determined appropriate in the interest of organizational and program effectiveness.
12. The Agency is not liable for damages to an employee's personal or real property during the course of performance of official duty or while using Government equipment at the employee's alternate work site, except to the extent the Agency is liable under the Federal Tort Claims Act or under the Military Personnel and Civilian Employee's Claims Act.
13. The agency is not responsible for operating costs, home maintenance, insurance or any other incidental costs (e.g., utilities) whatsoever associated with the use of the employee's alternate work site. The agency will provide all necessary office supplies (such as paper, pens, diskettes, tape, etc.) through the supply room. Costs associated with the copying of work-related materials, tax charges, express mail, etc. will not be reimbursed by the Agency, as they should be conducted at the official duty station.
14. Employees working under an approved telework agreement will be provided Government telephone credit cards at management's discretion for long distance Government business calls only.
15. The employee is covered under the Federal Employee's Compensation Act if injured in the course of performing official duties at the official alternate work site. Any accident or injury occurring at the alternate work site must be brought to the immediate attention of the supervisor. Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.
16. The telework employee will communicate with his/her supervisor to receive assignments and have completed work reviewed in accordance with the supervisor's instructions. Regular progress reporting, as defined by the supervisor, will be used in the assessment of employee's job performance.
17. The supervisor will evaluate employee's job performance against performance standards and measures established in the employee's performance agreement/workplan. To participate in the Telework Program, an employee's most recent performance rating must be at least proficient and the two most recent quarterly reviews with no critical element marked as less than expected.
18. Employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information.
19. Employee may suspend or terminate participation in telework at any time. Management also has the right to remove the employee from the program (see Terminating or Changing a Telework Agreement in the Agency policy).
20. Employee agrees to perform his/her officially assigned duties at either the official duty station or the alternate duty station. Failure to comply with this provision may result in charge of leave, loss of pay (AWOL), termination of participation in the program, or disciplinary action, as warranted, based on the situation.

21. Employee agrees not to conduct unauthorized personal business while in official duty status at the alternate duty station (e.g., childcare, eldercare, home repairs, etc.) This item may not apply for medical telework depending upon the specific arrangements.
22. This agreement does not restrict the employee's right to change schedules in accordance with existing agency policy. If a permanent change of schedule is approved, the agreement will be annotated and initialed by both the employee and supervisor.
23. Employee and supervisor will update this agreement annually.

If any of the following conditions of the work arrangement change, a new work agreement must be completed and the Telework Program Coordinator must be notified.

- Change in supervisor
- Change in work location, organization, or position
- Change in duty station.
- Change in process, work assignment, and priority

I have read the Telework Agreement and the Federal Emergency Management Agency Telework Policy and agree to adhere to the applicable guidelines and policies as set forth in these documents.

Employee Signature	Date
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Management concurs with participation of the above referenced employee and agrees to adhere to the applicable guidelines and policies.

First Level Supervisor Signature	Date
Second Level Supervisor Signature	Date
Telework Program Coordinator	Date