

DoD HR 2002



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Telework

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What is Telework?



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- Arrangement under which work is performed at alternative worksite on either a regular and recurring, or on an *ad hoc*, basis
- Also known as ‘telecommuting’ or ‘flexiplace’
- Alternate worksites include:
 - GSA sponsored telecenter
 - Teleworker’s home
 - Other site approved by management
- Voluntary participation
- Arrangements by prior supervisory approval

Authority



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- Public Law 106-346 (October 23, 2000)
 - To *eligible* workforce
 - During fiscal years 2001 through 2004
- DoD Policy and Guide (October 22, 2001)
 - Provide overarching policy and guidance
 - Cover civilian appropriated fund employees
 - May extend provisions administratively to nonappropriated fund employees
- Local bargaining obligations

Development of DoD Telework Policy



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- Telework policy issues working group
- Component telework coordinators and other stakeholders
- Briefings to unions via the DoD Labor Relations Working Group
- Under Secretary of Defense for Personnel and Readiness authority

Underlying Rationale



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- Telework policy reinforces some existing informal arrangements
- Same rules and regulations apply
- Employee performance assessment is based on work products, i.e., results-based approach
- Maximum number of positions must be identified as eligible for regular and recurring telework
- Telework is not a right

Telework Requirements



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- Identify eligible positions and employees
- Document regular and recurring telework arrangements with individual telework agreement
- Terminate participation if
 - Teleworker's performance does not meet prescribed standards, or
 - Telework arrangement fails to meet organizational needs
- May not use as substitute for dependent care

Conditions



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- Salary, benefits, and leave – administered under same rules as traditional worksite
- Overtime - must be ordered and approved in advance
- On-the-job-injuries – covered by FECA
- Time and attendance - covered by same rules, except for use of LX code

Conditions



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- Expenses for home-based telework
 - Teleworker pays utilities and insurance
 - Teleworker pays costs of personally-owned equipment
- On-site supervision
 - Subject to supervisory visits
 - Home-based alternative worksite subject to safety inspection

Equipment and Data



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- Security of official information and protection of government-furnished equipment
- No classified documents
- Use of personally owned computer equipment with restrictions -
 - Access to work email through web-based application with appropriate firewalls
 - No access to DoD systems
 - Employee responsibility for installation, repair, and maintenance

Benefits for Management



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- Promotes DoD as employer of choice
- Enhances recruitment and retention
- Enhances DoD's efforts to employ and accommodate people with disabilities
- Expands location and availability of employees
- Reduces office space, parking facility use, and transportation costs, including transit subsidy costs

Benefits for Teleworkers



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- Reduces commuting time
- Improves balance between work and family or personal commitments
- Reduces transportation costs
- Improves morale
- Provides distraction-free environment
- May reduce absences
- Reduces pollution and traffic congestion
– environmentally friendly

Program Implementation



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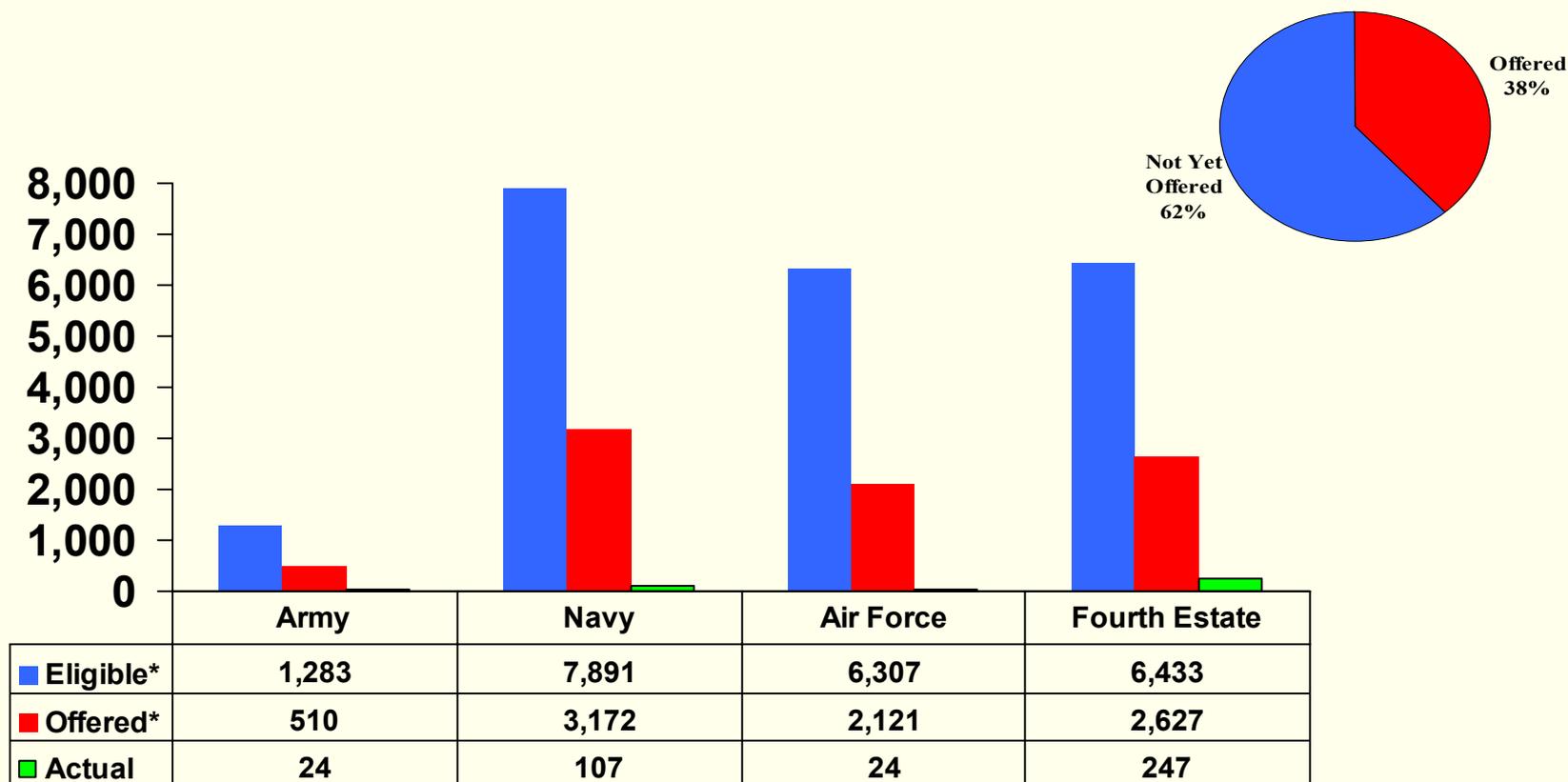
Under individual Component policy:

- Determine duties that can be performed away from traditional workplace
- Determine eligible employees
- Consider effect on workforce that does not telework
- Identify portable resources and materials
- Decide reasonable equipment and other costs
- Identify security risks/internal controls
- Consider budget implications

DoD Participation



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Data through first quarter FY02
*Data through fourth quarter FY01

Total DoD Employees Eligible: 21,914
Total DoD Employees Offered Telework: 8,430
Actual Number Teleworking: 402

DoD Participation



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- Congressional interest continues in agency implementation of the Public Law
- Bottom line – Federal agencies must ensure eligible employees are identified and offered opportunity to telework

Common Barriers



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- Management uncertainty or reluctance
- Technical, connectivity, and equipment issues
- Security issues
- Funding
- Employee fear of isolation

Telework Program Success



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Need managers, supervisors, and employees who are:

- Willing to communicate
- Able to manage by results
- Responsible and accountable
- Organized and in control
- Team players
- Flexible

Policy and Guide



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DoD Telework Policy and Guide are on
CPMS/FAS website at:

<http://www.cpms.osd.mil/fas/>