



Telework : Agreement Request



Purpose:

The Office of Personnel Management defines telework as “work arrangements in which an employee regularly performs officially assigned duties at home or other worksites geographically convenient to the residence of the employee.”

Telework is simply a way of getting work done from a different location. It can serve multiple purposes – and have multiple benefits – when it is implemented effectively in an organization. Telework is not an employee right. Federal law requires agencies to have telework programs, but does not give individual employees a legal right to telework.

NASA’s policy states that all employees are considered eligible for telework unless they are determined to be ineligible based on the following criteria:

1. *The position requires, on a regular and recurring basis, direct handling of secure materials*
2. *An employee performs on-site activities that cannot be conducted remotely or at an alternate worksite. For example, the position requires face-to-face personal contact for medical, counseling, or similar services; hands-on contact with machinery, equipment, vehicles, etc; or involves other physical presence/site dependent activity such as that of a forest ranger or security guard, or*
3. *The employee’s last performance rating of record is below fully successful or the employee’s conduct has resulted in disciplinary action within the last year*

Although the majority of NASA employees are eligible to telework on an episodic basis, the employee must obtain an electronic telework agreement.

NOTE: Currently in WebTADS the choices for telework are ‘Episodic’ and ‘Core’, however, these terms are changing to ‘Regular’ and ‘Situational’ and we will inform employees when these changes are made in WebTADS.

The Core Telework Agreement and Episodic Telework Agreement follow a three step workflow: Submitted, Approved and Certified (by employee).

This procedure outlines the submitted and certified steps. The employee cannot control his/her own ineligibility; rather, an approver sets ineligibility status.

Request Procedure:

To establish a Telework agreement, locate the Telework section from the employee's Leave Balance page.

A. To request a Core Telework Agreement:

TELEWORK STATUS for COWBOY, WOODY C *As of: 05/12/2008					
Current Telework Agreement:	Episodic	Begin Date:	09/30/2007	End Date:	N/A
Future Telework Agreement:	Episodic	Begin Date:	09/30/2007	End Date:	N/A

TELEWORK AGREEMENT REQUESTS for COWBOY, WOODY C	
Establish Episodic Telework Agreement	Establish a telework agreement for an occasional, non-routine, irregular basis for project/product work from a remote location.
Establish Core Telework Agreement	Establish a telework agreement for a regular, set schedule of work from an approved, remote location typically one or more days per week.
Pending Telework Agreement Requests	List of all Pending (initiated, editing, pending approval and pending certification status) Telework Agreement Requests.
Historical Telework Agreement Requests	List of all Historical (certified, rejected, disapproved and withdrawn status) Telework Agreement Requests.
NASA Telework Desk Guide	Displays the NASA Telework Desk Guide in WebTADS Online Support.

1. Click on the 'Establish Core Telework Agreement' button

2. Enter Telework information (required fields are indicated with an asterisk)

- a. Enter date range of Core agreement
- b. Select the schedule of days per pay period (week 1 and week 2 – days of week may differ)
- c. Home address is pre-filled on form (if home address is not accurate, employee must updated via Employee Express)
 - i. Verify or update the home address
 - ii. 'Work Area' is the actual location in the home (ex. Main level – off of kitchen)
 - iii. Click the 'Other' button and enter address if the alternative worksite is different than home address

3. Click the 'Continue' button located at the top left corner of form or the Withdraw button

Request Core Telework Option for COWBOY, WOODY C (232)

Telework Request Number: 9999-00202
Center: Test Location Org: DISAY
Title: Play Plan GS Series: RRRRRR Grade: 10
Initiated by: COWBOY, WOODY C (232)
Status: Request Initiated
Current Plan: Episodic
Begin Date: 09/30/2007 End Date:

Continue **Withdraw**

*Begin Date: 09/30/2007
*End Date: 09/30/2007

* Telework Schedule will normally be per pay period:

Week	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	<input type="checkbox"/>					
Week 2	<input type="checkbox"/>					

Other information in the telework agreement, e.g. tasks communication schedule, note for emergency (Continuity of Operations), to note medical and length of time, ok with doctor, etc.

Equipment Needed to perform work at the alternate worksite:
NASA Provided: _____
Employee Provided: _____

Select individual to provide approval: BOY, PINOCCHIO P (232)

Comments (include justification):

4. Review and make updates, if necessary

5. Read the Employee Checklist

6. Click the Submit Request button located at bottom left corner below checklist

Request Core Telework Option for COWBOY, WOODY C (232)

Telework Request Number: 9999-00202
Center: Test Location Org: DISAY
Title: Play Plan GS Series: RRRRRR Grade: 10
Initiated by: COWBOY, WOODY C (232)
Status: Request Editing
Current Plan: Episodic
Begin Date: 09/30/2007 End Date:

This request may be submitted. Please review the Self Certification Safety, Ergonomic, and Security Checklist below. After review, click the Submit Request button located at the bottom of the form.

Update **Withdraw**

*Begin Date: 09/30/2007
*End Date: 09/30/2007

* Telework Schedule will normally be per pay period:

Week	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	<input type="checkbox"/>					
Week 2	<input type="checkbox"/>					

Other information in the telework agreement, e.g. tasks communication schedule, note for emergency (Continuity of Operations), to note medical and length of time, ok with doctor, etc.

Equipment Needed to perform work at the alternate worksite:
NASA Provided: _____
Employee Provided: _____

Select individual to provide approval: BOY, PINOCCHIO P (232)

Comments (include justification):

Status	Begin Date	End Date	Changed On	Changed By	Comments
Request Initiated	-	-	09/02/08 07:23:49	COWBOY, WOODY C (232)	
Request Editing	05/12/08	05/12/08	05/02/08 07:26:32	COWBOY, WOODY C (232)	

Employee Checklist

SELF CERTIFICATION SAFETY, ERGONOMIC, AND SECURITY CHECKLIST

The following checklist is designed to outline the overall safety, ergonomic, and IT Security guidelines for the alternative work area. The work area is limited to the workspace and equipment necessary to accomplish duties at home.

4. Your chair shall properly and safely support you:

- Backrest provides support for lower back (lumbar area)
- Seat width and depth of appropriate size and doesn't press against the back of knees and lower legs
- Seat is cushioned and rounded in front with no sharp edges.
- Armrests don't interfere with movement
- Chair casters are suited to the type of flooring
- Chair should not have any loose casters (wheels) and
- Rungs and legs of the chair should be sturdy.

5. Workstation accessories, if used, should be ergonomically appropriate:

- If documents are referred to, there should be an adequate document holder and the document holder should be placed at about the same height and distance as the monitor screen so there is little head movement when you look from document to screen
- Wrist rest is padded and free of sharp edges
- Wrist rest allows employee to keep forearms, wrists, and hands straight and parallel to ground
- Telephone can be used with head upright and shoulders relaxed if employee does computer tasks at the same time.
- Most frequently used items should be placed within easy reach.

Submit Request

After the request is submitted, an email is sent to the employee and selected approver.

B. To request an *Episodic* Telework Agreement:

1. Click on the 'Establish Episodic Telework Agreement' button

TELEWORK STATUS for COWBOY, WOODY C *As of: 05/12/2008					
Current Telework Agreement:	Episodic	Begin Date:	09/30/2007	End Date:	N/A
Future Telework Agreement:	Episodic	Begin Date:	09/30/2007	End Date:	N/A

TELEWORK AGREEMENT REQUESTS for COWBOY, WOODY C	
Establish Episodic Telework Agreement	Establish a telework agreement for an occasional, non-routine, irregular basis for project/product work from a remote location.
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NASA Telework Desk Guide	Displays the NASA Telework Desk Guide in WebTADS Online Support.

2. Enter Telework information (End date is not required)

3. Select Approver

4. Click the 'Continue' button located at the top left corner of form or the Withdraw button

Request for Episodic Telework Agreement for COWBOY, WOODY C (230)

Telework Request Number: 9999-00689
Center: Test Location Org: DISNY
Title: Pay Plan:GS Series:RRRRR Grade:10
Initiated by: COWBOY, WOODY C (230)
Status: Request Initiated
Current Plan: Episodic
Begin Date: 09/30/2007 End Date:

* Indicates a required field.

* Begin Date (MM/DD/YYYY)
End Date (MM/DD/YYYY)

Other information in the telework agreement, e.g. tasks communication schedule, note for emergency (Continuity of Operations), to note medical and length of time, ok with doctor, etc.

Equipment Needed to perform work at the alternate worksite:
NASA Provided
Employee Provided

Select individual to provide approval:

Comments (include justification)

5. Review and make updates, if necessary

6. Read the Employee Checklist

7. Click the Submit Request button located bottom left corner below checklist

Request for Episodic Telework Agreement for COWBOY, WOODY C (230)

Telework Request Number: 9999-00689
Center: Test Location Org: DISNY
Title: Pay Plan:GS Series:RRRRR Grade:10
Initiated by: COWBOY, WOODY C (230)
Status: Request Editing
Current Plan: Episodic
Begin Date: 09/30/2007 End Date:

This request may be submitted. Please review the Self Certification Safety, Ergonomic, and Security Checklist below. After review, click the Submit Request button located at the bottom of the form.

* Indicates a required field.

* Begin Date (MM/DD/YYYY)
End Date (MM/DD/YYYY)

Other information in the telework agreement, e.g. tasks communication schedule, note for emergency (Continuity of Operations), to note medical and length of time, ok with doctor, etc.

Equipment Needed to perform work at the alternate worksite:
NASA Provided
Employee Provided

Select individual to provide approval:

Comments (include justification)

Status	Begin Date	End Date	Changed On	Changed By	Comments
Request Initiated	-	-	05/06/2008 06:51:15	COWBOY, WOODY C (230)	
Request Editing	12/12/2008	03/16/2009	05/06/2008 06:56:08	COWBOY, WOODY C (230)	

Employee Checklist

SELF-CERTIFICATION SAFETY, ERGONOMIC, AND SECURITY CHECKLIST

The following checklist is designed to outline the overall safety, ergonomic, and IT Security guidelines for the alternative work area. The work area is limited to the workspace and equipment necessary to accomplish duties at home.

4. Your chair shall properly and safely support you:

- Backrest provides support for lower back (lumbar area)
- Seat width and depth of appropriate size and doesn't press against the back of knees and lower legs
- Seat is cushioned and rounded in front with no sharp edges, Armrests don't interfere with movement
- Chair casters are suited to the type of flooring
- Chair should not have any loose casters (wheels) and
- Rungs and legs of the chair should be sturdy.

5. Workstation accessories, if used, should be ergonomically appropriate:

- If documents are referred to, there should be an adequate document holder and the document holder should be placed at about the same height and distance as the monitor screen so there is little head movement when you look from document to screen
- Wrist rest is padded and free of sharp edges
- Wrist rest allows employee to keep forearms, wrists, and hands straight and parallel to ground
- Telephone can be used with head upright and shoulders relaxed if employee does computer tasks at the same time.
- Most frequently used items should be placed within easy reach.

After the request is submitted, an email notification is sent to the employee with information on the submitted telework request.

An email notification is, also, sent to the approver notifying them to take action on the request.

If approved, an email notification is sent to employee and/or initiator and a reminder that action is pending on a Telework request will appear on the employee's timesheet.

An action to certify or reject a Telework Agreement Request is pending for the employee. Click the hyperlinked phrase to go to the Pending Telework Agreement Requests.

WebTADS TEST (TESTING VM) | Welcome: WOODY COWBOY | System Normal | Today is 05/06/2008

My Timesheet | List Timesheets | Online Support | Logout

Employee: COWBOY, WOODY C (232) | Title: Typist | Location: TFSNY | FLSA: Exempt | Part-time Hrs: 15 | Phone: 256-555-6666 | Approved By: | Email: woody.c.cowboy@nasa.gov

[Telework agreement\(s\) are pending certification.](#)

Update | Reset | Normal (03/30/2008 - 04/12/2008)

Project	Total	Sun 03/30	Mon 03/31	Tue 04/01	Wed 04/02	Thu 04/03	Fri 04/04	Sat 04/05
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GRAID TOTAL:	0.0							

Certify Procedure:

To certify a Telework Agreement, locate the Pending Telework Requests from the employee's Leave Balance page.

TELEWORK STATUS for COWBOY, WOODY C *As of: 05/12/2008

Current Telework Agreement:	Episodic	Begin Date:	09/30/2007	End Date:	N/A
Future Telework Agreement:	Episodic	Begin Date:	09/30/2007	End Date:	N/A

TELEWORK AGREEMENT REQUESTS for COWBOY, WOODY C

- Establish Episodic Telework Agreement** - Establish a telework agreement for an occasional, non-routine, irregular basis for project/product work from a remote location.
- Establish Core Telework Agreement** - Establish a telework agreement for a regular, set schedule of work from an approved, remote location typically one or more days per week.
- Pending Telework Agreement Requests** - List of all Pending (initiated, editing, pending approval and pending certification status) Telework Agreement Requests.
- Historical Telework Agreement Requests** - List of all Historical (certified, rejected, disapproved and withdrawn status) Telework Agreement Requests.
- NASA Telework Desk Guide** - Displays the NASA Telework Desk Guide in WebTADS Online Support.

1. Select the request that has the status of 'Pending Certification by Employee' by clicking the 'View' button

Pending Requests with Action Required for COWBOY, WOODY C (232)

List ALL pending telework requests.

ID	Employee	Type	Status	Initiate Date	Begin Date	End Date	Action
9999-00202	COWBOY, WOODY C (232)	Core	Pending Certification by Employee	2008-05-12 14:23:08 EDT	04/30/08	04/05/08	View

2. Click the 'Certify' or 'Reject' button located at the bottom of form. Comments may be applied to agreement.

Request Core Telework Option for COWBOY, WOODY C (232)

Telework Request Number: 9999-00202
 Center: Test Location Org: DTSNY
 Title: Play Plan GS Series RRRRRR Grade 10
 Initiated by: COWBOY, WOODY C (232)
 Status: Pending Certification by Employee
 Current Plan: Episodic
 Begin Date: 09/30/2007 End Date:

This request may be Certified. Please review the Center Telework Policies and Procedures below. After review, click the Certify button located at the bottom of the form.

Apply Comments

Indicates a required field.

* Begin Date (MM/DD/YYYY): 05/15/08
 * End Date (MM/DD/YYYY): 06/05/08
 * Telework Schedule will normally be per pay period:
 Week 1: Mon
 Week 2: Mon

Other information in the telework agreement, e.g. tasks, communication schedule, note for emergency (Continuity of Operations), to note medical and length of time, ok with doctor, etc.

Equipment Needed to perform work at the alternate work site:
 NASA: Provided
 Employee: Provided

Individual selected to provide approval: BOY, PHOENIX P (232)

Comments (include justification):

Status	Begin Date	End Date	Changed On	Changed By	Comments
Request Initiated			05/12/2008 14:23:11	COWBOY, WOODY C (232)	
Request Edited	05/15/2008	06/05/2008	05/12/2008 14:16:46	COWBOY, WOODY C (232)	
Request Submitted	05/15/2008	06/05/2008	05/12/2008 14:23:08	COWBOY, WOODY C (232)	
Request Rejected	06/05/2008	06/05/2008	06/05/2008 14:23:08	COWBOY, WOODY C (232)	
Pending Approval	05/15/2008	06/05/2008	05/12/2008 14:23:08	COWBOY, WOODY C (232)	
Approved	05/15/2008	06/05/2008	05/12/2008 14:47:15	BOY, PHOENIX P (232)	
Approved Edited	05/15/2008	06/05/2008	05/12/2008 14:47:15	BOY, PHOENIX P (232)	
Pending Certification by Employee	05/15/2008	06/05/2008	05/12/2008 14:47:15	BOY, PHOENIX P (232)	

Employee Checklist
 SELF CERTIFICATION SAFETY, ERGONOMICS, AND SECURITY CHECKLIST

Employee Certification
 I also have read and understand my center telework policies and procedures and I:
 - Will fulfill all my responsibilities as laid out in the agency and center policies and procedures and in this agreement
 - Have complied with my center's IT security requirements for remote access and have properly set up my workstation and will properly maintain it's security
 - Understand and will fulfill my responsibilities regarding Sensitive but Unclassified (SBU) data, IT Security, and safekeeping and handling of Government Materials/Documents/Equipment
 - Will communicate on a regular basis with my supervisor regarding products done remotely
 - Understand how working at an alternate site or from home may impact my pay, work during emergency closure, and travel
 - Understand that I or my supervisor may terminate this agreement by giving advance notice. Management will terminate the telework agreement if my performance does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs.

I have reviewed and understand the terms and conditions of this telework agreement and have discussed them with my supervisor.

[Certify](#) [Reject](#)

An email is sent to employee and/or initiator whether the request was certified or rejected.

After certification, It is recommended that the employee or initiator print the Telework Agreement and Checklist by clicking the pdf icon or the hyperlinked 'Print'.

Request Core Telework Option for COWBOY, WOODY C

Telework Request Number: 9999-00196  

Center: Test Location Org: DISNY
Title: Pay Plan GS Series RRRRR Grade: 10
Initiated by: COWBOY, WOODY C
Status: Certification Complete
Current Plan: Core - 1 day
Begin Date: 05/05/2008 End Date: 06/06/2009

 [Print](#) the checklist to take to the alternative worksite to ensure that your workstation, computer, and work area comply with the requirements.

* Indicates a required field.

* Begin Date (MM/DD/YYYY)	05/15/2008	Alternative Worksite: Home	
* End Date (MM/DD/YYYY)	06/06/2009	* Work Area	2ND FLOOR OFFICE
* Telework Schedule will normally be per pay period:		* Address-1	105 MAIN STREET
Week 1	Mon	* Address-2	
Week 2	Mon		

Result:

Employee has submitted and certified a Telework Agreement Request to participate in the telework program.

Definitions:

Current Telework Agreement is a certified agreement that covers today's date.

Future Telework Agreement is the next certified agreement.

Pending Agreement is an agreement that is pending action of approval or certification by the employee.

Historical Agreement is an agreement that has been certified, rejected, disapproved or withdrawn.

External Agreement is an agreement used to capture the employee's Telework status in WebTADS over historical pay periods. It is treated like a certified agreement.

Notes:

All new employees default to a status of 'Episodic' for Telework.

New and transfer employees will have an external agreement automatically generated and approved/certified using their Enter on Duty (EOD) Date as the Begin date for the Episodic Agreement.

NonPays and Contractors are exempt from Telework.

The Telework Agreement Request may be withdrawn at any time by the employee or initiator prior to certification.

A PDF version of a Telework Agreement Request may be printed at each state of the process. The employee or initiator should print a copy of the certified Telework Agreement Request.

Telework Agreement Requests may be back dated one year in the past.

Telework Agreement Requests may be entered up to one year in the future.

To change a Telework Agreement after certification, simply submit/approve/certify a new agreement with the new status and replacement date range.

The agreement is marked with the timestamp and initiator's or approver's name after submitting/approval/certification.

On the Pending Telework Agreement Requests, the statement "Covers MM/DD/YYYY" may appear. It specifies that the pending agreement covers today's date. MM/DD/YYYY will change by the calendar day.