

Telework Program Changes
Effective October 1, 2018

Frequently Asked Questions
Updated May 31, 2018

- **Can employees working a 5-4-9 schedule telework under the new telework program? If so, how many days will they be allowed to telework?** Yes. However, 5-4-9 employees will only be granted one (1) day of telework. The one day of telework cannot be in the same week as the Regular Day Off (RDO).
- **If I have a Maxiflex, Variable Day, or Variable week schedule, can I telework?** Yes. However, employees on these schedules must still work in the office four days per week. During any week an employee is scheduled off for a day, he/she will not be able to telework that week since he/she must work in the office four days per week. Employees are welcome to look into a different work schedule, if needed; with the understanding they must obtain their supervisor's approval.
- **I have a 4-10 schedule, can I telework?** No. Employees on a 4-10 schedule are not eligible to telework. Employees are welcome to look into a different work schedule that can accommodate telework, with the understanding they must obtain their supervisor's approval.
- **Why is the Department modifying the Telework Program?** ED has a greater need for physical presence in our offices. Employee presence will enhance collaboration between Program Office Components and strengthen our delivery of customer service internally and externally.
- **Will supervisors have the discretion to approve situational/episodic telework requests?** First-level supervisors will continue to have limited authority to approve situational and episodic (e.g., short-term surgery recovery, inclement weather, etc.) telework arrangements on a case-by-case basis. **Supervisors are not authorized to grant episodic telework requests in order to add a second day of telework on a regular basis.**
- **Impact on Transit Benefits and Park Share**
 - **I participate in the Park Share program, how will this now be regulated now that there will only be one telework day a week across the entire Department?** The Transportation team will evaluate all current and new requests in light of this new development and provide impacted employees with additional information.

- **With the telework update, how will this impact my transit benefits?**
Employees may request to change their transit benefits to reflect their new in office schedule.
- **Will employees with approved telework agreements still be required to telework if the federal government is closed on a day that is not their normal telework day?**
Yes. Employees with approved telework agreements may request unscheduled annual leave, compensatory time, credit hours or leave without pay if they are unable to work on a day the government is closed.
- **Are telework exempt positions still required to telework when the government closes?** No. Employees without a telework agreement on file will be granted administrative leave during government closures.
- **If employees need to telework one day due to weather or emergency related building closures, can they still telework another day that week when the offices are reopened?** Yes. In this scenario, employees would still be able to telework one day during that particular week.
- **If a federal holiday falls on a workday, can employees still telework one day that week?** Yes. Employees would still be able to telework one day during the holiday week.
- **Will OIG employees be subject to this telework change?** In the case of OIG employees, the Inspector General determines which positions will be subject to this telework change in accordance with the Office of Personnel Management guidance.
- **Will my approved reasonable accommodations request be honored?** Yes. Reasonable Accommodations will continue to be reviewed and approved in accordance with the law, regulations, and ED policies and procedures.
- **If I reserve hoteling space when I report to the new office, will I have a new dedicated space?** Yes. POCs are currently assessing space and will make the appropriate adjustments to ensure all employees have dedicated workspace for the days they work in the office.
- **Will the agency's information technology infrastructure be able to handle a significant number of employees coming back into the office four days per week?**
Yes. The agency's information technology infrastructure has sufficient capacity to accommodate all employees working onsite on any given day.
- **Are spouses of military service members excluded from the 100% telework provision?** Yes. Employees, who need to relocate for a set period of time to accompany a spouse on their tour of duty, will be allowed to telework 100%, if the duty station is outside of the local commuting area of all ED office locations.

- **Will the annual telework recertification period be moved to October 1 as well?** Yes.
By August 15, all employees will sign new agreements which incorporate the new program requirements effective October 1.

Please note additional FAQs will be added to this document as needed