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

  o 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*