

Minerals Management Service
Minerals Management Service Manual

Effective Date:
Series: Administrative
Part 370.610 Telework
Chapter I

Originating Office: Administration and Budget, Personnel Division

1. Purpose. To establish policy for the Minerals Management Service (MMS) Telework Program.

2. Objective. To establish standard procedures for the administration of Telework within the MMS, removing managerial, logistical, organizational, or other barriers to ensure full implementation and successful functioning of telework where appropriate.

3. Authority. The authorities for this program are:

A. Public Law 106-346, section 359, of the Department of Transportation's Appropriation Act for FY 2001 that requires executive agencies to establish telework policies.

B. Public Law 105-277, sections 411 and 630 related to the General Service Administration telework centers.

C. 40 U.S.C. 587 (c) (2) that requires executive agencies to consider whether a need for additional space can be met using alternative workplace arrangements, such as telework.

D. Presidential memorandum of July 26, 2000, Employing People with Significant Disabilities to Fill Federal Agency Jobs that can be performed at Alternative Work Sites, Including the Home.

E. Presidential memorandum of June 21, 1996, which instructed Executive Heads of Departments and Agencies to implement the Federal Family Friendly Work Arrangements.

F. Presidential memorandum of July 11, 1994, that adopted the National Performance Review recommendation for expanded opportunities for Federal workers to participate in a flexible work arrangement.

4. Policy. The MMS Telework Program will provide qualifying employees the opportunity to perform their duties away from their official duty station.

5. General. The MMS Telework Program provides employees the opportunity to work at an alternative worksite on a regular or recurring basis (core telework) or on an occasional one-time or irregular basis (situational telework). Typically, the alternative worksite is the employee's home or a telecenter convenient to the employee's home. Working at an alternative worksite is called "telework" and such workers are called "teleworkers."

6. Scope. The policy applies to all MMS entities where there is adequate staffing to provide the office interaction necessary to get the job done and support customers while allowing necessary travel, training, and employee friendly opportunities. This policy applies to all eligible employees who have a "results achieved" performance rating. Employee participation is voluntary and subject to the approval of management.

7. Performance. Employees are not eligible to participate in telework if they have performance deficiencies documented during progress reviews, or if they are under a performance improvement plan (PIP) or formal (written) leave restriction. Their participation may be reconsidered when the performance or leave issues have been satisfied. Employees who have successfully completed a PIP may be allowed to participate after they have maintained a "fully successful" level of performance for a full year. Telework is not an employee entitlement. Employees may be terminated from participation in the telework program at any time if their performance falls below the "fully successful" level or leave restriction becomes necessary.

8. Definitions.

A. Eligible Employee. An employee occupying a position where all or some of the duties can be performed away from the assigned duty station and whose performance is satisfactory. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the traditional worksite, and are conducive to supervisory oversight at the alternative worksite. Positions shall not be excluded as eligible based solely on occupation, series, grade, or supervisory status.

B. Telework. Any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a core or situational basis (not including official travel).

C. Short-Term Telework. Telework for a short period of time (generally 6 months maximum) to recuperate from surgery, illness, pregnancy, or care for an immediate family member recovering from the same. The employee typically does not report to the office at all during short-term telework arrangements. Medical certification may be requested indicating the employee is physically able to work at home, or supporting the employee's need to care for a family member as determined by the supervisor. The employee will take appropriate leave when not conducting government business while caring for a family member or themselves while recovering from an illness

D. Core Telework. An approved work schedule where an eligible employee works on a routine or regular and recurring basis away from the duty station 1 or more days per week (e.g., at home, at a telework center, or at an alternate location).

E. Situational Telework. An approved work arrangement, where an eligible employee works on an occasional, one-time or irregular (nonroutine) basis. This type of telework is ad-hoc in nature and can be used when a project or assignment requires intense concentration or weather conditions are unfavorable. This type of telework is appropriate for supervisory approved Web-based distance and continuous learning, provided that an employee can access the training through the Internet.

F. Alternative Worksite. A worksite other than the employee's official duty station, such as the employee's residence, a telework center, or a facility established by state, local, or county governments or private sector organizations for use by teleworkers. The alternative worksite must be mutually agreeable to the employee and their supervisor.

G. Telework Center. A multiagency satellite facility established by the General Services Administration (GSA) to provide Federal employees an opportunity to work at an alternative location that is geographically convenient to the employee's residence. The space at the telecenter is owned or leased by one or more Federal agencies. A Telework Facility Reimbursement Sheet (TFRS) must be completed and approved prior to use of the telework center and sent to GSA and the telework center director. (See sample TFRS, Appendix 1.)

H. Telework Agreement. A written agreement between an employee and the first level supervisor, approved by the Division Chief or equivalent (i.e. Regional Supervisor or Office Chiefs in the Pacific Region), required for all types of telework arrangements, that outlines the terms and conditions under which the employee may perform work at an alternative worksite. (See Appendix 2.)

I. Telework Safety Checklist. An employee's self-certification safety checklist certifying that the work area is safe in accordance with Federal Occupational Safety and Health Administration (OSHA) standards. (See Appendix 3.)

J. Daily Telework Log. The telework employee may be required to complete a Daily Telework Log confirming pretelework standard office procedures were followed and a brief summary of tasks accomplished while working offsite. (See Appendix 4.)

K. Cost Analysis. Core teleworking agreements require a cost analysis. (An exception to this requirement is when an employee is suffering a long-term or chronic illness and can continue to perform their responsibilities only by teleworking.) (See Appendix 6.)

9. Responsibilities.

A. The Director is responsible for establishing the MMS Telework Program.

B. The Associate Director for Administration and Budget will appoint a Bureau Telework Coordinator (BTC).

C. Final authority for telework will be no lower than Division Chiefs or equivalent (i.e. Regional Supervisor or Office Chiefs in the Pacific Region). Telework agreements for Division Chiefs/or equivalent require approval of the next higher level supervisor.

D. The BTC provides information and guidance to supervisors, managers, Local Telework Coordinators, and employees on the Bureau Telework Program. The BTC serves as liaison with Departmental officials and officials from other Federal agencies and collects Bureau Telework Program information for requesting officials. The BTC is responsible for coordinating program implementation, providing guidance to supervisors on program components, and the selection process. The BTC acts as liaison between the Bureau and telecommuting centers and maintains appropriate information for reporting to requesting officials.

E. Local Telework Coordinators (LTC) will represent each location outside of the Washington, D.C., Metropolitan Area Headquarters office. The LTC's major responsibilities are:

(1) Maintaining records on the local program; i.e., signed agreements, terminated agreements, safety checklists, and cost analysis information.

(2) Providing coordination between supervisors and teleworkers on issues relating to teleworking.

(3) Providing statistical information to the BTC using the Telework Report required twice a year in April and October. (See Sample Report, Appendix 5.)

F. First level supervisors will:

(1) Evaluate those jobs under their supervision that have teleworking potential.

(2) Evaluate employee requests for telework participation in a fair and equitable manner ensuring that restrictions or denials are based on sound business- or mission-related criteria and satisfactory employee performance. All denied requests will be forwarded to the approving official with a justification.

(3) Ensure that a telework agreement is in place prior to an employee starting any type of telework arrangement.

(4) Provide the employee with a copy of the MMS telework policy prior to teleworking.

(5) Set work schedules in advance to ensure that an employee's time and attendance can be properly certified and to preclude any liability for premium or overtime pay.

(6) Approve leave requests or other absence from the employee's alternative worksite. All leave approval requirements will remain unchanged.

(7) Establish communication requirements and methods to ensure the employee is kept informed of relevant information and office activities.

(8) Ensure that procedures are established for safeguarding records according to the Department of the Interior and the National Archives and Records Administration (NARA) records schedule. Ensure return of materials used or created at the alternative worksite.

(9) Terminate, modify, or temporarily suspend telework agreements if the employee's overall performance declines or the employee fails to adhere to the terms and conditions of the agreement. This requires concurrence of the Approving Official.

(10) Respond to requests for information or reports from the BTC, LTC, DOI, Office of Personnel Management, or other sources.

G. Approving Officials will:

(1) Review telework requests that have been disapproved by the immediate supervisor to ensure that all denials are based on sound business or mission-related criteria.

(2) Ensure that there is sufficient evidence of negative impact on employee performance or the mission to warrant a termination of the telework arrangement.

(3) Maximize employee's participation by working with supervisors and managers on alternative existing work practices.

(4) Serve as final approving official for all telework agreements approved or disapproved by first level supervisor.

H. Employees Will:

(1) Present a written proposal to the immediate supervisor requesting participation in the MMS Telework Program.

(2) Complete a telework agreement, safety checklist, and cost analysis form (for core teleworkers) prior to commencing telework.

(3) Adhere to the program policy and the signed Telework Agreement.

(4) Follow established procedures for removal of government property, standards of conduct, use of government equipment, and security.

(5) Observe information security requirements and procedures established by MMS when transporting, using, creating, or transmitting any and all government files.

(6) Ensure that files, records, and reference material taken, used, or created at the telework site are:

- (a) Adequately protected during transmission to and from a telework site and at an alternative worksite.
- (b) Returned or electronically transmitted back to the official work station and incorporated into the organizational unit's official recordkeeping system as appropriate to include adherence to the provisions of records management policy, the Privacy Act, the Freedom of Information Act, the Federal Records Act, and the terms of the agreement with their first line supervisor regarding accessibility to records.
- (7) Immediately report to their supervisor any job-related incident that results in or has the potential to cause injury, illness, or property damage, and complete any required forms.
- (8) Notify security of any tampering with information entered into a Privacy Act system of records.
- (9) Terminate the arrangement, if necessary, for any reason.

10. Program Requirements.

A. Cost Analysis. Core telework agreements require a cost analysis (Appendix 6). An exception to this requirement is when an employee is suffering a long-term or chronic illness and can continue to perform their responsibilities only by teleworking. The cost analysis will include as a minimum the following factors:

- (1) Information technology costs – this includes hardware and software as well as peripheral equipment such as printers, faxes, etc.
- (2) Telephone lines – the cost of installing additional phone lines in an employee's home as well as monthly usage costs.

B. Designate Telework Site. The location will be other than the employee's assigned office; i.e., telecenter, another office, or the employee's residence. The location will be mutually agreed upon between the employee and supervisor.

C. Establish Work Hours. Work is to be performed during the established work hours. No work is to be performed between 6 p.m. and 6 a.m. or on weekends or holidays, unless prior overtime authorization is given or an alternative work schedule is established with the supervisor.

D. Complete Telework Agreement. The supervisor and employee enter into an agreement which will identify at a minimum:

- (1) Worksite.
- (2) Number of days teleworking.
- (3) How office calls/customers will be handled.

(4) Amount of contact with office/supervisor.

(5) Cost analysis (for core agreements) illustrating the cost associated with the telework contract.

11. Job Characteristics Appropriate for Telework. Supervisors are responsible for determining whether or not a job is suitable for telework. Not all jobs are suitable for telework, depending upon the job requirements. Examples of jobs that may lend themselves to telework include those with:

A. Easily quantifiable tasks; e.g., data processing, word processing.

B. Project-oriented tasks; e.g., those that primarily require one to think and write.

C. Reading/processing tasks; e.g., reading proposals and reviews, making funding decisions, or conducting research.

12. Employee Grievances. If an employee disputes the reason(s) given by a supervisor for disapproving their request to telework, or for terminating their telework agreement, the employee may submit a grievance using the agency administrative or negotiated grievance procedure, as appropriate.

13. Inspections of Alternative Worksite. Authorized personnel may have to inspect a residence work area in rare events; e.g., investigating the report of an accident/injury occurring in the home office. Should it become necessary to schedule an inspection, employees will be notified at least 24 hours in advance whenever possible.

14. Workers' Compensation.

A. Teleworkers are covered by the Federal Tort Claims Act or the Federal Employees Compensation Act and qualify for continuation of pay or workers' compensation for on-the-job injury or occupational illness. The supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know whether the event occurred at a conventional work site or at an alternative work site (e.g., home) during official duty. Employees are responsible for informing their immediate supervisor of an injury at the earliest time possible. Supervisors must ensure that claims of this type are brought to the attention of the servicing personnel office.

B. It is also essential for a supervisor to require the employee to designate one area in the home as the official work station. The government's potential exposure to liability could possibly then be restricted to that one area.

15. Duty Station. An employee's pay, geographic locality pay rate, wage rate, special salary rates, etc., are based on the location of the duty station. An employee's official duty station is the duty station that is documented on the most recent notification of personnel action (e.g.

SF-50) for their position of record. Normally, an employee's duty station is the city/town, county, and state where they regularly work, as determined by MMS. For an employee who teleworks from an alternative worksite, the employee's official duty station is the location of the employee's main or reporting office, as long as they regularly commute into that office (i.e., at least once a week). The employee's official duty station must be changed to the location of the telework site (location of their home, telework center, or other alternate worksite), if the employee does not regularly commute into the main or reporting office, except in certain temporary situations. In certain temporary situations, the location of the main or reporting office is the official duty station of an employee who teleworks on a regular basis at the alternate worksite, such as when recovering from an injury or medical condition that prevents the employee from regularly commuting to the normal worksite.

16. Position Descriptions. Telework will seldom require changes in position descriptions.

17. Absence and Leave. The MMS Attendance and Leave Policies apply to teleworkers. Procedures for leave approval from the alternative worksite and for time and attendance reporting are the same as those at the official worksite. The employee is responsible for requesting leave in advance from the supervisor and keeping the timekeeper informed of all leave taken.

18. Administrative Leave, Dismissals, Emergency Closings. The policies and procedures governing administrative leave, dismissals, and emergency closings remain unchanged. The ability to conduct work and the nature of the impediments, whether at home or at the office, determines when an employee may be excused from duty. For example, if the main office has delayed arrival or early dismissal for inclement weather posing a transportation hazard for employees traveling from their residence to the office or from the office to their residence, the teleworker would continue to work.

A. Teleworkers are excused from duty without the loss of pay or charge to leave when Federal agencies are deemed "closed." However, a teleworker may be designated as an "emergency employee" and continue to work if the agency is closed.

19. Information Technology (IT) Resources.

A. Equipment.

(1) Employee Owned. As part of the Telework Agreement, an employee who wants to telework may use their personally owned computer equipment while working at home. However, the employee is responsible for the installation, repair, and maintenance of all personal equipment. The government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite. Management should consider the effects of permitting use of personally owned equipment in a telework setting by assessing the impact on the ability to access, change, or retrieve government information when needed. Further, procedures must be established to delete and document the deletion of information on an employee's personal computer when the employee is no longer in that position/office.

(2) Government Owned. Teleworkers may be provided with government computers and telecommunications equipment for use at an alternate worksite on a case-by-case basis and considering the availability of existing equipment, budget, the nature of the employee's work, etc. Surplus or excess computer equipment may be available for use by telework participants. The loaned equipment must be used only for official business and as allowed in limited use policies, and is subject to the same monitoring as government equipment at an employee's official worksite. Procedures must be established to document the temporary removal of any computer equipment, software, or peripherals from the official worksite (i.e., property receipt). The employee is responsible for the safe transfer of loaned equipment to and from the office to their alternate worksite. The government is responsible for payment of repairs and maintenance of government-owned equipment. The employee is responsible for immediately notifying their supervisor when the loaned equipment is malfunctioning.

20. Security and Liability Issues. Teleworkers must comply with DOI security and information technology policies and procedures. An employee must ensure that adequate security measures are in place to protect the equipment from being damaged, stolen, or accessed by unauthorized individuals. A telework employee must use the same precautions at home to secure and protect the government-owned computer equipment that are used at the workplace. Employees may be liable for damaged or stolen equipment. Guidance on securing remote connections to the MMS systems will be provided by the Chief Information Officer to all remote access users.

21. Expenses.

A. Home Utility Costs. Work at home arrangements may increase an employee's home utility costs. The MMS assumes no responsibility for any operating costs (which include home maintenance, insurance, and utilities) associated with an employee using personally owned or government-owned equipment and/or the residence as an alternative worksite.

B. Telecommunications. In accordance with Departmental policy, as funding permits, and as provided for in Section 1348, Title 31, U.S.C., any department, division, bureau, or office may use funds appropriated to install telephone lines, and necessary equipment, and to pay monthly charges, in any private residence or private apartment of an employee who has been authorized to work at home in accordance with guidelines issued by the Office of Personnel Management. This is provided that the head of the department, division, bureau, or office certifies that adequate safeguards against private misuse exist, and that the service is necessary for direct support of the agency's mission. Ordering, certification, and payment of government-provided equipment and services are managed in the same manner as if the equipment and service existed at the office location.

22. Privacy Act Considerations. Positions that use information from Privacy Act system of records (records on individuals retrievable by their name or other identifier) normally are not suitable for telework. Managers should assess privacy risks for positions being considered for telework that use information protected by the Privacy Act or personal privacy information protected by a Freedom of Information Act exemption. Examples of considerations included in the assessment should be: (1) the sensitivity level of the information; (2) appropriate safeguards

in transporting and transmitting the information; (3) adequate physical safeguards for paper and electronic record; and (4) that the employee has adequate knowledge of the statutory and Departmental Privacy Act use, disclosure, maintenance, safeguarding, and disposal requirements as well as the Act's civil and criminal penalties.

23. Dependent Care. Employees who work from an alternative worksite are expected to use their time performing official duties as if they were in the office. Telework may not be used to replace appropriate arrangements for dependent care. The telework program is not intended to reduce dependent care costs or serve as a substitute for child care, day care, elder care, or any other type of dependent care.

24. Customer Service. The requirements outlined in this policy are designed to ensure that customer service is not diminished. It is the policy of MMS that participation in this program will not adversely affect customer service delivery.

FISCAL YEAR 2004
TELEWORK
FACILITY REIMBURSEMENT SHEET (TFRS)

TELEWORK CENTER NAME: _____
AGENCY NAME: _____
AGENCY CONTACT: _____
Contact Telephone #: _____
FAX #: _____
E-mail Address: _____

TELEWORK CENTER USER SUMMARY:

User Name: _____
Telephone #: _____
E-mail Address: _____

Status (Mark with an "X."): New User [] Amendment []

Start Date: _____

Completion Date: _____

User days and frequency (Mark with an "X."): (30-days notice is required for fee adjustments related to unused workstation days.)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Every []	Every []	Every []	Every []	Every []
Every Other []	Every Other []	Every Other []	Every Other []	Every Other []

Approved FY 2004 Teleworker Funding Level for this User: \$ _____

AGENCY LOCATION CODE: _____
AGENCY ACCOUNTING DATA: _____

OR
CREDIT CARD PAYMENT

TYPE OF CREDIT CARD: _____
Expiration Date: _____
Card Holder Name: _____
Telephone #: _____
E-mail Address: _____

(This payment document will be submitted to GSA and the telework center director on an annual basis. The user will give the center director 30-days notice prior to vacating a telework center or requesting fee adjustments and notify the appropriate user agency personnel. The telework center director will notify GSA of the termination by signing in the Center Director Termination block below and forwarding a copy to GSA, PBS, and Office of Business Operations. In the event that a Federal Continuity of Operations Plan (COOP) is activated, the teleworker will, if requested, relinquish their seat/workstation for the duration of this operation. The need for adjusting the user fee will be evaluated following the emergency.)

AGENCY CERTIFYING OFFICIAL'S SIGNATURE: _____
Signer Name (Please print): _____

CENTER DIRECTOR TERMINATION SIGNATURE: _____ DATE: _____

U.S. DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE
AGREEMENT FOR TELEWORK

The following constitutes the terms and conditions for the undersigned employee to telework.

Core: An approved work schedule, where an eligible employee works on a routine or regular basis away from the principal place of duty 1 or more days per week (e.g., at home, at a telework center, or at an alternate location).

Situational: An approved work schedule, where the employee works on an occasional, one-time or irregular (nonroutine) basis. This type of telework is ad-hoc in nature and can be used when a project or assignment requires intense concentration or weather conditions are unfavorable. This type of telework is appropriate for supervisory approved Web-based distance and continuous learning, provided that an employee can access the training through the Internet.

Check appropriate schedule.

Telework Schedule: Core _____

Situational _____

The employee and supervisor must obtain and review a copy of the MMS Telework Manual Chapter. Signatures on this agreement constitute commitment to abide by all rules, procedures, terms, and conditions of the program as described in the Manual Chapter.

1. The employee is approved to work offsite either at home or at an employer sanctioned telework center, or both, in accordance with the attached schedule of telework days or part days and location(s). An agreed upon schedule is attached (unless situational).
2. If the offsite work involves the use of a telework center for which there is a cost to the Minerals Management Service (MMS), the requisite agreement between MMS and the center must be signed and effective prior to the employee's use of the center.
3. All assigned work will be completed according to the procedures, guidelines, and performance standards.
4. The employee's current performance rating is at least fully successful or results achieved, and continuous performance must remain at that level.

5. The employee will keep an accurate written account of actual time worked including start and stop time and lunch period. Leave approval requirements remain unchanged.
6. Unless otherwise instructed, the employee agrees to perform official duties only at the approved offsite location(s). The employee agrees not to conduct personal business while on official duty, including caring for dependents.
7. Overtime, if required, may be ordered and approved in advance and compensation entitlement remains unchanged. The employee agrees to work overtime only when ordered and approved by the supervisor in advance, and understands that working overtime without such approval may result in termination of the telework arrangement and/or other appropriate action.
8. If government equipment is borrowed, the employee will maintain and safeguard it in accordance with regulation and supervisory direction and return it when no longer teleworking. Government owned equipment will be used for only official purposes.
9. The MMS retains the right to visit a home worksite to ensure proper maintenance of government owned property and worksite safety standards. Visits will be prearranged between the supervisor and employee.
10. The MMS will not be liable for damages to an employee's property when using a home worksite, nor will MMS be responsible for any operating costs associated with the employee's residence.
11. The employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at official duty stations including the employee's residence.
12. The employee or supervisor may terminate this telework agreement at any time.

_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Approving Official	_____ Date

Minerals Management Service
SAFETY CHECKLIST FOR WORKING AT HOME
EMPLOYEE CERTIFICATION

Name: _____ Organization Location: _____
Address: _____ Organization Code: _____
City & State: _____ Position: _____
Business Telephone: _____ Supervisor's Name: _____

Dear Participant:

The following checklist is designed to assess the overall safety of the alternate worksite. Each participant should read and complete the self certification safety checklist. Upon completion the checklist should be signed and dated by the participating employee and immediate supervisor.

The alternative worksite is: _____

Describe the designated area: _____

- 1. Is the space free of asbestos containing materials? YES _____ NO _____
- 2. Is asbestos containing material present in the house? Is it undamaged and in good condition? YES _____ NO__ N/A__
- 3. Is the space free of indoor air problems? YES _____ NO _____
- 4. Is the space free of noise hazards (in excess of 85 decibels)? YES _____ NO _____
- 5. Is there a portable (drinkable) water supply? YES _____ NO _____
- 6. Is adequate ventilation present for the desired occupancy? YES _____ NO _____
- 7. Are lavatories available with hot and cold running water? YES _____ NO _____
- 8. Are all stairs with four or more steps equipped with handrails? YES _____ NO _____
- 9. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service? YES _____ NO _____
- 10. Do circuit breakers clearly indicate if they are in the open or closed position? YES _____ NO _____

11. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)? YES _____ NO _____
12. Will the building's electrical system permit the grounding of electrical equipment? YES _____ NO _____
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? YES _____ NO _____
14. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? YES _____ NO _____
15. Do chairs have secure casters (wheels)? Are rungs and legs of chairs sturdy? Seat height should be 16 to 22 inches (depending on your height). YES _____ NO _____
16. When using your computer, is the desk or table height approximately 27 to 39 inches from the floor, allowing your forearms to be parallel to the floor and wrists straight? Leave space in front of your keyboard for the heels of hands to rest while you are keying. YES _____ NO _____
17. Is the office property furnished uncluttered? YES _____ NO _____
18. Are the phone lines, electrical cords, and extension wires secured under the desk or alongside a baseboard? YES _____ NO _____
19. Is the office space neat, clean, and free of excessive amounts of combustibles? YES _____ NO _____
20. Are floor surfaces clean, dry, level, and free of frayed or worn seams? YES _____ NO _____
21. Are carpets well secured to the floor and free of frayed or worn seams? YES _____ NO _____

Employee's Signature

Date

Supervisor's Signature

Date

SPECIAL NOTE: SUPERVISORS ARE ENCOURAGED TO CONDUCT AN ON-SITE INSPECTION FOR ANY EMPLOYEE CHECKING FIVE OR MORE "NO" ANSWERS. EMPLOYEES ARE RESPONSIBLE FOR INFORMING THEIR SUPERVISOR OF ANY SIGNIFICANT CHANGE.

Daily Telework Log

Employees must submit log to their supervisor upon return to the office.

- () Prior approval was obtained and an approved telework agreement is on file.
- () Telephone calls were forwarded from office to approved telework site or alternative arrangements were agreed upon between supervisor and employee.
- () Employee's hours of work were between the hours of 6 a.m. and 6 p.m. unless prior arrangements were approved.
- () Employee did not conduct personal business while on official duty, including caring for dependents.
- () Overtime was not worked; if it was, prior approval was obtained.

Time actually worked (include start and stop time for lunch).

Start Times: Stop Times:

Brief summary of tasks accomplished while working offsite:

Employee Signature _____ Date _____

Teleworking Cost Analysis

Long-term telework agreements must include a cost analysis.

At a minimum, the following items need to be considered in each cost analysis.

Part I

Check the appropriate box to show who will provide the following items in the teleworking arrangement. For all items provided by MMS also include the associated cost of those items.

ITEM	SUPPLIED BY	COST TO MMS
Equipment*		
Computer	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
Fax	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
Other (printer, modem, software/licenses, data backup)	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
Equipment Repair**	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
IT Support**	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
Telecommunications****		
Dedicated Line	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
ISD Line	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
Phone Bills	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
Teleworking Center		
Monthly Center Cost	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
Miscellaneous*****	<input type="checkbox"/> Employee <input type="checkbox"/> MMS	\$
TOTAL Cost to MMS		\$

- * The use of surplus equipment is not considered a cost to MMS.
- ** Equipment repair costs would be those costs associated with performing normal repairs/maintenance at a remote location other than the office.
- *** The cost of setting up and maintaining system operability at a location other than the office. Only a cost to MMS if technician must visit remote site.
- **** Includes any long distance charges that would not be incurred were the employee working in the office.
- ***** Includes such things as LAN access costs, ISP cost, and miscellaneous office supplies.

Part II

List all offsets to the costs to MMS from Part I:

Offset Listing	
Offsets	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
TOTAL OFFSETS	\$

Entries should detail the offsets to costs to MMS. Include all applicable offsets such as space savings, equipment costs, etc. (Local space rates can be obtained from the local Support Services office.) Any savings to MMS as a result of an employee working at a remote location should be listed in this section.