



## Oregon National Guard (ORNG)

# TELEWORK AGREEMENT

Employee's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Organization/Office: \_\_\_\_\_

Current Official Duty Station: \_\_\_\_\_ Location: \_\_\_\_\_

Alternative Worksite Address: (Physical Address, City, State, Zip Code)

Effective Date of Telework: \_\_\_\_\_ Projected End Date: \_\_\_\_\_

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### Voluntary Participation

Employee voluntarily agrees to work at the agency (ORNG) approved alternative worksite indicated above and agree to follow all applicable policies and procedures. Telework is a management option; Employee recognizes this arrangement is not an employee entitlement but an additional method ORNG may approve to accomplish work.

### Trial Period

Employee and ORNG agree to try out the arrangement for at least \_\_\_\_\_ (specify number) months unless unforeseeable difficulties require earlier cancellation.

### Official Duties

Employee agrees to perform official duties only at the official duty station or the ORNG approved alternative worksite, unless otherwise instructed. Employee will not conduct personal business, such as caring for dependents or making home repairs, while in official duty status at the alternative worksite.

### Salary and Benefits

Employee and ORNG understand that a telework arrangement is not a basis for changing the employee's salary or benefits, and does not change employment terms and conditions. All pay, leave, and travel entitlements are based on the official duty station.

### Work Schedule and Tour of Duty (Specify days, hours and location of official duty station and alternative worksite)

**Employee official work schedule:**

Unless mutually agreed between employee and supervisor, the employee scheduled work hours remain the same. Employee is expected to report for work at the official duty station at least one day per pay period, either by telephone or in-person, as agreed upon by both employee and supervisor. Employee is also expected to attend all required staff meetings at the official duty station, unless otherwise noted by the supervisor.

### **Time and Attendance**

ORNG agrees to make sure the telework employee's timekeeper has a copy of the employee's work schedule. Supervisor agrees to certify biweekly the time and attendance for hours worked at the official duty station and the alternative worksite.

### **Leave**

Employee agrees to follow established office procedures for requesting and obtaining approval of leave.

### **Overtime**

Employee agrees to work overtime only when ordered or approved by the supervisor in advance. Working without such approval may not be compensated and may result in termination of the telework privileges and/or other appropriate action.

### **Equipment and Supplies**

Employee agrees to protect any government-owned equipment and to use it only for official purposes. ORNG agrees to install, service, and maintain any government-owned equipment issued to the telework employee, if applicable. Employee agrees to install, service, and maintain any personal equipment used. ORNG agrees to provide the employee with all necessary office supplies. Employee is responsible for providing internet access if that access is not already available for use at the alternative worksite. ORNG is not responsible for expenses to provide that service. ORNG is responsible for providing equipment as determined necessary for teleworking.

### **Security**

Employee will comply with all security policies and procedures set forth by the ORNG. Employee also agrees to protect all ORNG resources, including data and information, at the alternative worksite.

Reference the "Telework for Members of the Oregon National Guard" policy (ORARNGR 690-4/ORANGI 36-501/ORNG TPR 610.1) for guidance and information about the ORNG telework program and policy.

### **Liability**

ORNG is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the agency is held liable by the Military Personnel and Civilian Employees Claims Act of 1964 (31 U.S.C., section 3721) or the Federal Tort Claims Act of 1946 (FTCA).

### **Work Area**

Employee agrees to provide a safe and healthy work environment adequate for performance of official duties. The employee agrees to fill out and sign the "ORNG Telework Self Certification Safety Checklist" that proclaims the alternative worksite is free of work related safety and health hazards.

## **Work Site Inspection**

Employee agrees to permit periodic supervisory inspections of the alternative worksite during the employee's normal working hours at a pre-arranged time to ensure proper maintenance of government-owned property and conformance with safety standards.

## **Alternative Workplace Costs**

Employee understands that the ORNG will not be responsible for any operating costs that are associated with the employee using his/her home as an alternative worksite, such as home maintenance, insurance or utilities. Employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the ORNG, as provided for by statute and regulations.

## **Injury Compensation**

Federal employees (technicians) are covered under the Federal Employee's Compensation Act (FECA) or appropriate state regulations if injured while actually performing official duties at the official duty station or the alternative worksite. Employee agrees to notify the supervisor immediately of any accident or injury that occurs at either of the worksites and to complete any required forms. Supervisor agrees to investigate the report immediately and notify the appropriate safety office/officer.

Military employee members (AGR) are covered under 32 USC if injured while actually performing official duties at the official duty station or the alternative worksite. Employee agrees to notify the supervisor immediately of any accident or injury that occurs at either of the worksites and to complete any required forms. Supervisor agrees to investigate the report immediately and notify the appropriate safety office/officer.

## **Work Assignments and Performance**

Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and supervisor, in accordance with guidelines and standards in the employee performance plan. Employee agrees to provide regular reports, if required, to the supervisor to assist with judging performance. Employee understands that a decline in performance may result in canceling the telework agreement. Supervisor will conduct a periodical review with the employee to assess the success of the telework agreement.

## **Disclosure**

Employee agrees to protect all ORNG records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974 (5 USC, section 552) and the Freedom of Information Act (FOIA). Employee will not store, gain access to, or use classified information at an at-home worksite.

## **Standards of Conduct**

Employee understands the ORNG standards of conduct continue to apply while working at the alternative worksite.

## Cancellation

ORNG agrees to let the employee resume regular duty schedule at the official duty station, after appropriate notice given to the supervisor. Employee understands that the ORNG may cancel the telework agreement (for such reasons as employees performance declines, office/organizational needs, and other work-related reasons), and instruct the employee to resume working at the official duty station, with appropriate notice given to the employee. ORNG agrees to follow any applicable administrative or negotiated procedures.

## Telework Training

Online Training for Employees and Supervisors/Managers on website: [www.telework.gov](http://www.telework.gov)

**For Employees:** on the website click onto "I am an employee" and "Become a Teleworker". You will find steps, information and resources about teleworking.

Take the online "Employee Training" under "training". Complete all the "Telework 101 for Employees" lessons online. Print and retain the completion certificate for proof of training.

**For Supervisors/Managers:** on the website click onto "I am a Manager" and "Find out about Managing Teleworkers". You will find steps, information and resources about teleworking and managing teleworkers.

Take the online "Manager Training" under "training". Complete all the "Telework 101 for Managers" lessons online. Print and retain the completion certificate for proof of training.

## Other Action

Nothing in this agreement precludes the ORNG from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this agreement. Nothing in this agreement shall be construed so as to infringe upon the employee rights or benefits provided by law, regulation, or contract.

Employee Signature

Date

Supervisor Signature

Date

HR Telework Managing Officer

Date

Approval Authority Signature  
(Director of Human Resources Office)

Date

# TELEWORK SUMMARY INFORMATION

**Telework Schedule:** (Check the description that applies)

- \_\_\_\_\_ 1 day per 2 week period
- \_\_\_\_\_ More than 1 day per 2 week period. Specify number of days \_\_\_\_\_
- \_\_\_\_\_ Periodic/Intermittent (i.e., special projects, as needed basis)
- \_\_\_\_\_ Short-Term/Temporary. Specify number of days (NTE) \_\_\_\_\_

**Position Type:**

- Civilian (Non-Dual Status Technician): \_\_\_\_\_ Army Technician \_\_\_\_\_ Air Technician
- Military (Dual Status Technician): \_\_\_\_\_ Army Technician \_\_\_\_\_ Air Technician
- AGR (Active Guard/Reserve military member): \_\_\_\_\_ Army AGR \_\_\_\_\_ Air AGR

**Signed Agreement and Enclosures Disposition**

1. Employee send copy of the employee signed agreement and enclosures to the employee's supervisor for approval and signature.
2. Employee and supervisor both retain a copy of the final employee and supervisor signed agreement and enclosures.
3. Supervisor sends a copy of the signed agreement and enclosures to the Human Resources Office (HRO) Telework Managing Officer for tracking and reporting purposes.

CF:  
Employee  
Supervisor  
HRO Telework Managing Officer