



Empowering Our
Greatest Asset

Implementing an Effective Telework Program

*2011 Worldwide Human
Resources Conference
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**2011 Worldwide Human
Resources Conference**

Department of Defense

Agenda

Telework Enhancement Act of 2010

Telework Enhancement Act Implementation

Telework Benefits

Overcoming Barriers

Telework: A Workplace Flexibility Tool

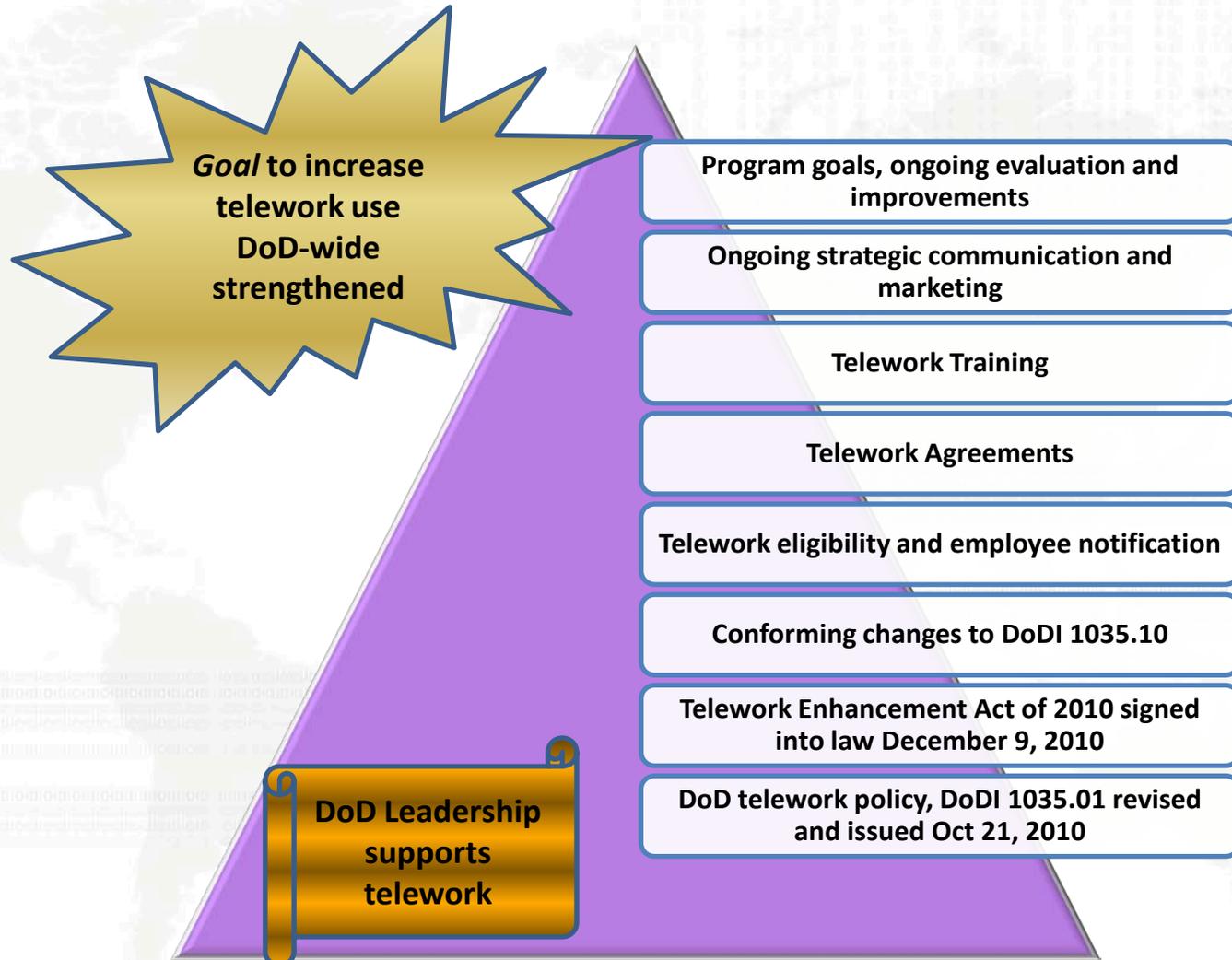
Questions

Telework Enhancement Act of 2010 (Public Law 111.292)

Agency Heads shall:

- Designate a Telework Managing Officer (TMO)
 - Establish Telework policy under which eligible employees may be authorized to telework.
 - Determine telework-eligibility for all employees.
 - Notify all employees of their eligibility to telework.
- Participation
 - Written Telework Agreements mandatory
 - Telework is incorporated as part of agency continuity of operations plans.
 - Telework Training
 - Interactive training program required for employees authorized to telework and their managers
 - Employees must complete the training before entering into a telework agreement
 - Training exemption for those employees already teleworking under an approved agreement

Telework Implementation Overview





Telework Enhancement Act of 2010

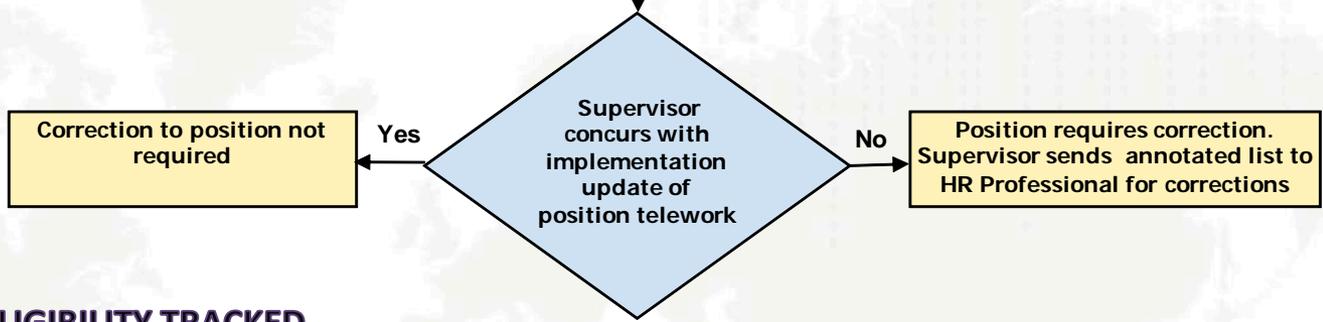
Deputy Secretary of Defense was present for the signing of the Telework Enhancement Act on December 9, 2010

POSITION TRACKED IN DCPDS

Position Telework Eligibility

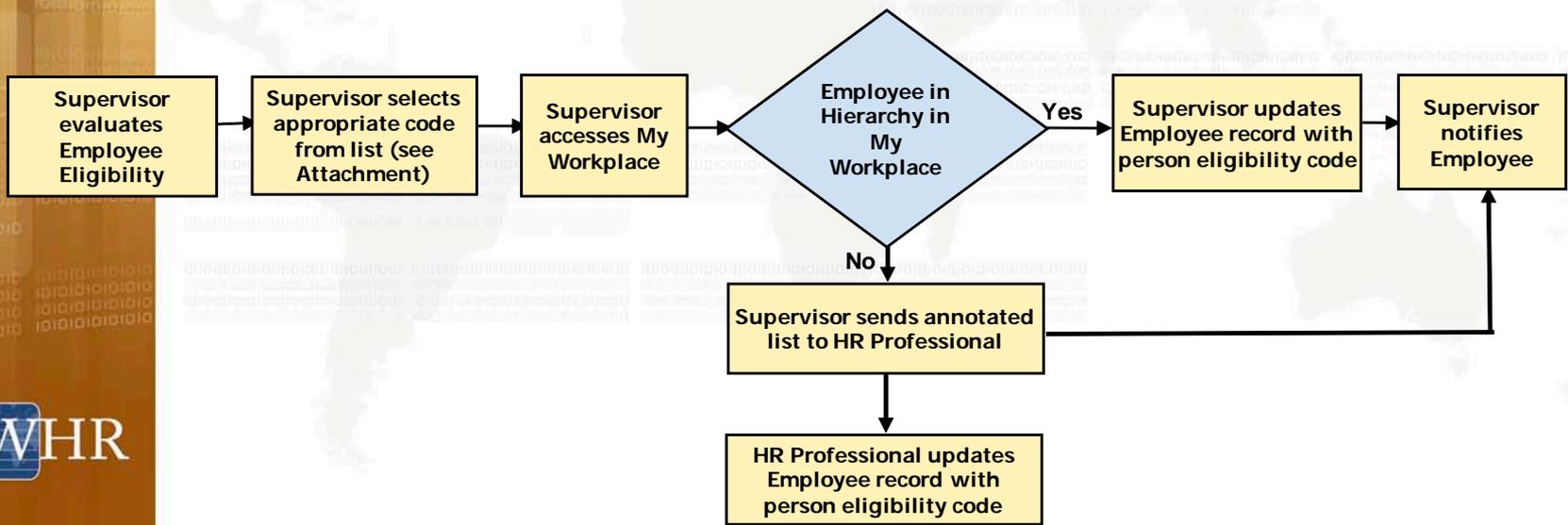
Note: When a new position is created, HR Professional must set the position

Initial Implementation: All existing Appropriated and Non Appropriated positions will be updated to eligible, except Federal Wage System (FWS) positions will be updated to ineligible.



EMPLOYEE ELIGIBILITY TRACKED IN MY WORKPLACE

Person Telework Eligibility



Implementation – Position Eligibility



POSITION ELIGIBILITY CODES

Position Telework Indicator Code	Description
YA001	Yes
NE001	Not Eligible - Posn requires employee's physical presence due to face-to-face contact with others. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
NE002	Not Eligible - Posn requires access to material or special equipment that cannot be moved from regular office. May be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
NE003	Not Eligible - Posn requires daily access to classified material. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.



Telework Eligibility – Employee Limitations

- The Telework Enhancement prohibits telework when the employee has been officially disciplined for:
 - Being absent without permission for more than 5 days in any calendar year; or
 - violations of Subpart G Standards of Ethical Conduct of Employees of the Executive Branch (Section 2635.704 of title 5, Code of Federal Regulations)
 - viewing, downloading, or exchanging pornography on a Federal Government computer or while performing Federal Government duties.
- Conditions that impact employee eligibility to participation in telework:
 - Performance or conduct warrants more close supervisory direction
 - rating of record is below fully successful (or its equivalent),
 - employee conduct has resulted in disciplinary action within the past 12 months
- These conditions should not result in permanent telework ineligibility

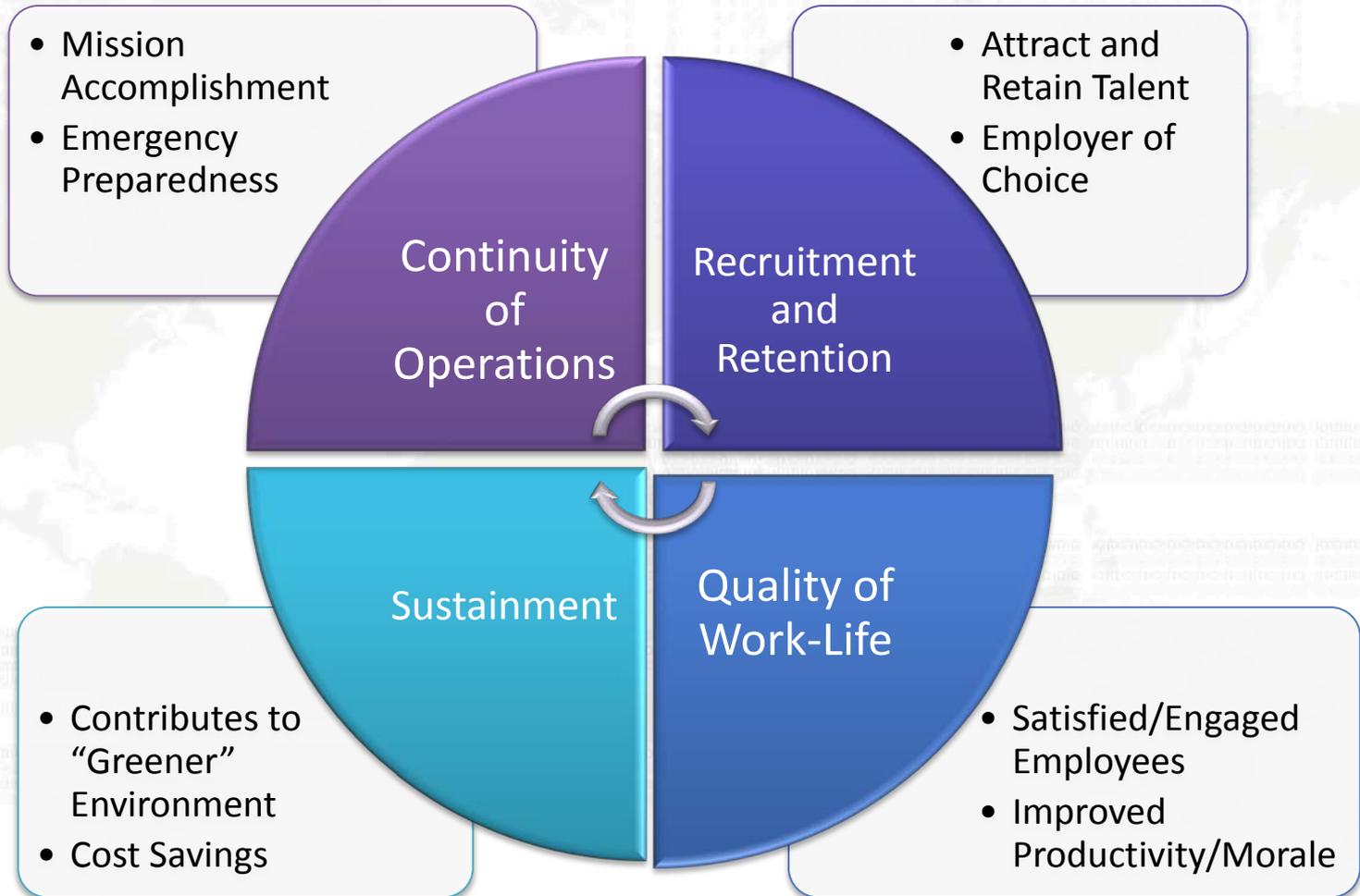


EMPLOYEE TELEWORK ELIGIBILITY CODES



Person Telework Eligibility Code	Description
ER001	Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
ES002	Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
EM003	Employee eligible to Telework due to medical condition.
NE100	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
NE101	Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
NE102	Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
NE103	Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
NE104	Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
NE105	Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
NE106	Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework". Supv approval req'd on case-by-case basis.
NE107	Not eligible - Posn requires access to material or special equip that can't be moved from office. Employee may be eligible during emergency or OPM "unscheduled Telework". Supv approval is req'd on case-by-case basis.
NE108	Not eligible due to daily requirement to handle classified materials. Employee may be eligible during an emergency or for OPM "unscheduled Telework". Supv approval is req'd on case-by-case basis.

Telework Benefits



Telework Benefits



Facilitate Base Realignment and Closure (BRAC)

- Retention
- Cost Savings



Create employment and return-to-work opportunities

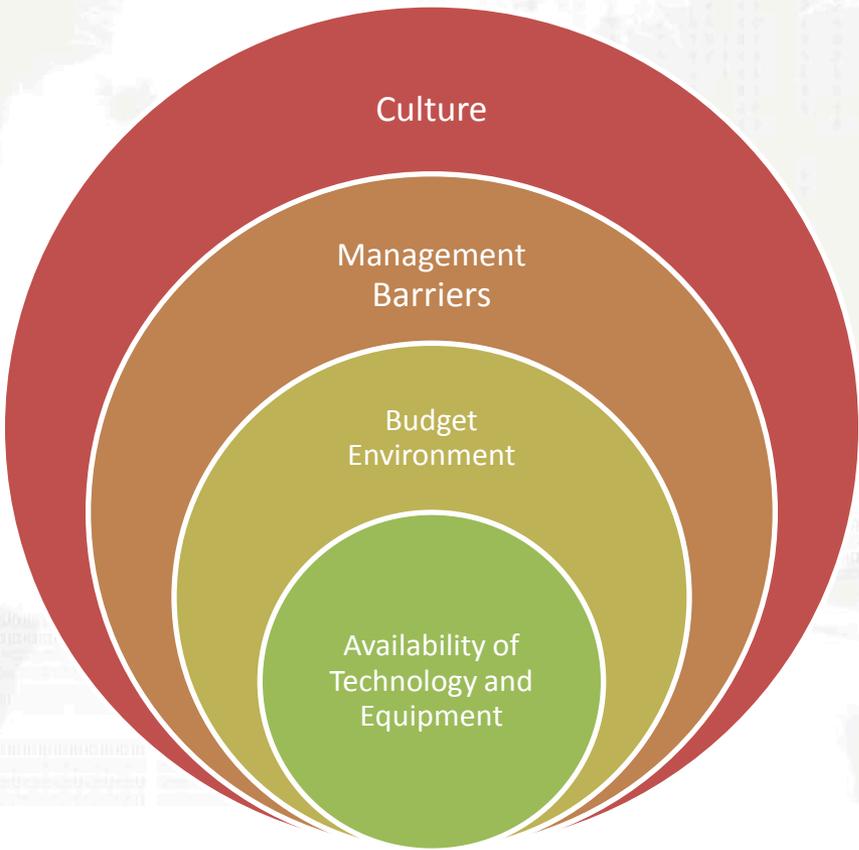
- Wounded Warriors
- Veterans
- People with disabilities



Ease Transitions for DoD families being relocated

- Military Spouses
- Civilian Employee Spouses

Telework Barriers



Overcoming Telework Barriers

- Commitment begins at the top
- Identify and resolve barriers
- Strategic decision making
 - Fair and equitable
 - Business based
 - All employees and positions not suitable for telework – good consistent decisions re: eligibility to participate in telework are key
- Performance management
 - Outcome focused
- Communication
- Accept and welcome telework

Telework: A Workplace Flexibility Tool



Strategic Communication - Marketing



LOCATION IS NOT PART OF THE EQUATION.

Workforce x Effort = Mission Success

“ As a manager, I experience first-hand the benefits of telework. When the staff isn't dealing with office disruptions or a long commute, they are fully focused on mission success. Plus, with BRAC, telework will enable us to retain more of our key employees. I highly recommend that managers consider a telework pilot.

Telework helps keep DoD mission ready—enabling continuity of operations, attracting and retaining top employees, and reducing our environmental impact. Teleworkers are more engaged, less stressed, and far more productive. Teleworking is already working at DoD. Discover which employees are eligible for telework, ideas for managing teleworkers, and how to start a telework pilot in your workgroup by visiting www.qms.osd.mil/telework.aspx

tele=Work


 Civilian Personnel Policy





QUESTIONS?

