



*A New Day for the Civil Service*

# **Telework**

**Work/Life Performance Culture  
U.S. Office of Personnel  
Management**

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# Telework Enhancement Act

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## Overview of Telework in the Federal Government



# The Telework Enhancement Act of 2010

- Public Law 111-292, signed by President Barack Obama on December 9, 2010
- Provides a framework for Federal agencies to maximize the use of telework

## The Act will:

help agencies  
recruit/retain top  
workers

improve the ability of  
the Federal  
Government to  
maintain productivity  
during emergency  
situations

enhance Federal  
employee work/life

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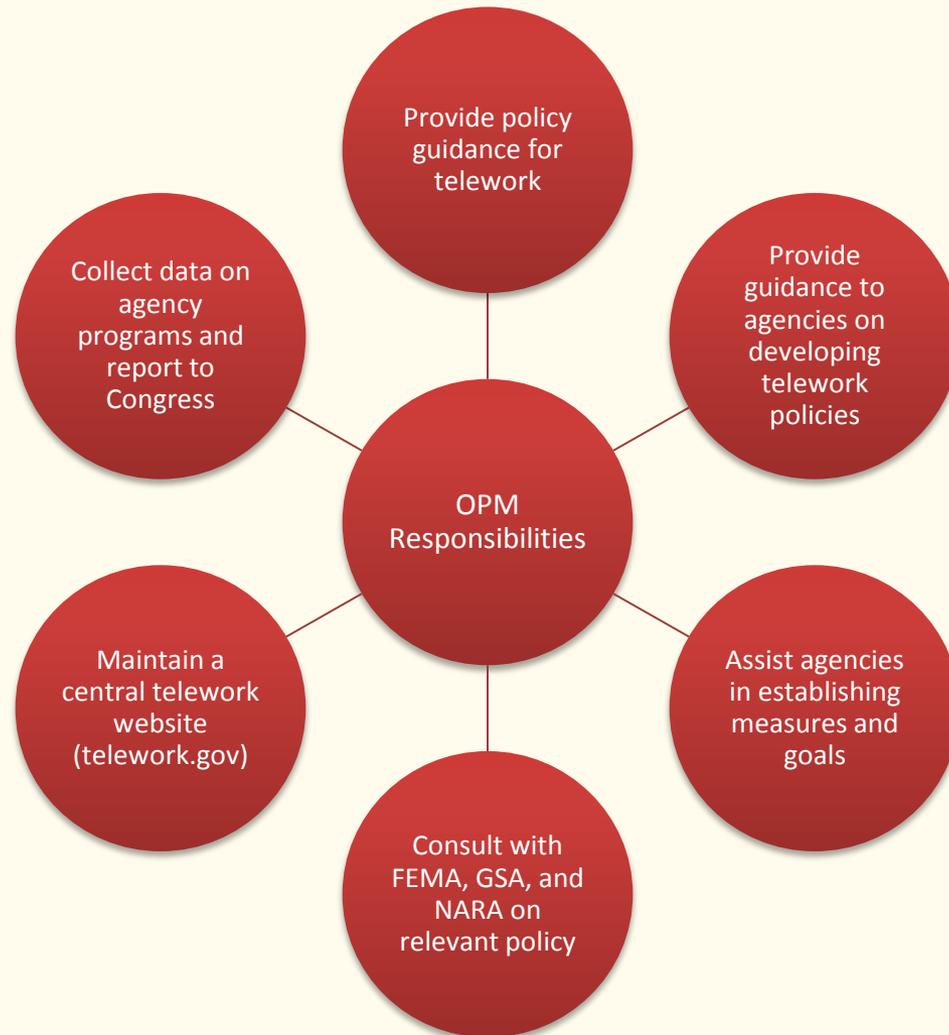
# Telework Defined

- The Telework Enhancement Act defines telework and teleworking as a flexible work arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

# Federal Agency Responsibilities (Con't.)



# OPM Responsibilities





# Limits of OPM's authority

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***OPM  
does not  
have...***

regulatory authority for telework

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the authority to tell agencies how to implement their programs

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the authority to waive requirements that are set by law

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the authority to enforce compliance with the requirements of the law

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# Who Is Eligible To Telework

- The Telework Enhancement Act limits eligibility to ***employees of Executive branch agencies*** as defined by section 2105 of Title 5 United States Code



# Who Is Eligible To Telework

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The provisions of the Telework Enhancement Act do not cover:

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Active duty members of the military

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Employees of the Legislative or Judiciary branch of Government

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Government contract workers.

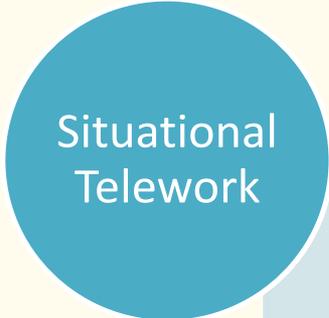
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# Types of Telework Arrangements



## Routine Telework

telework that occurs as part of an ongoing and regular schedule (e.g. every Monday and Wednesday)



## Situational Telework

telework that is approved on a case-by-case basis where the hours worked are not part of a previously approved, ongoing and regular telework schedule.



# Snapshots of Federal Teleworker

A Federal employee who resides *within* the local commuting area of the employing agency's worksite

who performs official duties at an approved alternate worksite

usually at home

on a regular or situational basis



# Snapshots of Federal Teleworker

A Federal employee who resides *outside* the local commuting area of the employing agency

who performs official duties at an approved alternate worksite

usually at home

on a full-time basis

this type of telework arrangement may result in a change in duty location



# Common Reasons for Employee Initiated Remote Work Requests

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To follow a spouse who has relocated to a different geographical area due to job transfer.

To care for a seriously ill family member.

To finalize the estate or affairs of a family member who recently passed.

In preparation for a pending retirement where employee intends to relocate.

To move to an area with a lower costs of living.



# Common Reasons for Agency Initiated Remote Work Arrangements

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Expanded recruitment efforts outside the local commuting area to attract specialized talents or to increase the employee pool of qualified applicants.

To meet agency mission and operational needs.

Closure of agency satellite or field locations.

To cover large and diverse geographic locations (e.g. inspectors or investigators)



# Telework Benefits

## Benefits to *Employees*

- Balancing multiple responsibilities (e.g. work, family, community)
- Job autonomy
- Career flexibility
- Reduced stress
- General improved health
- Better focus at work
- Time for personal development
- Financial savings

## Benefits to *Employers*

- Increased employee productivity
- Improved Continuity of Operations
- Decreased employee absenteeism (less annual and sick leave usage)
- Better retention and recruitment (less turnover)
- Improved employee commitment
- Reduced business costs (e.g. reduced expenditure for transit subsidies, potential real estate savings)

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# Resources

- Guide To Telework In The Federal Government, [www.telework.gov](http://www.telework.gov)
- Telework Enhancement Act of 2010, [www.telework.gov](http://www.telework.gov)