



## FACT SHEET Telework

Last Reviewed: June 29, 2018

### Background

Telework is a flexible work arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an appropriate alternative worksite (AW). The AW is a location other than the officer's official or temporary duty station (as stated in the officer's official personnel orders) at which the officer's supervisor has authorized said officer to perform his/her official duties. This may be the officer's residence, a telework center, or other approved worksite. This fact sheet addresses regular, previously arranged telework days. It is not intended to cover episodic telework. Telework is a benefit, not an entitlement.

### Eligibility

- ▶ PHS Officers in HHS agencies are subject to telework guidelines as established by DCCPR.
- ▶ Officers in *non*-HHS agencies are subject to guidelines as established by their respective organization (e.g., DOD, DHS or BOP).
- ▶ Positions or billets eligible for telework are those which include work activities with these characteristics:
  - Portable (not dependent on the officer's presence at his/her official duty station)
  - Conducive to supervisory oversight at the AW
  - Example work activities: writing, policy development, research, data entry, and analysis
- ▶ An officer whose performance is satisfactory and who can function independently and:
  - Has approval from supervisor or program to which officer is assigned
  - Must not be under any current or pending disciplinary or negative administrative action
  - Has no unresolved security issues that might influence telework
  - In some situations, operating divisions (OPDIV) may require one year of probationary status where the officer is not able to telework.

### Highlights

- ▶ Required to complete telework training annually and place completion certificate in your AW file or eOPF: [http://www.telework.gov/tools\\_and\\_resources/training/employees/index.aspx](http://www.telework.gov/tools_and_resources/training/employees/index.aspx)
- ▶ Telework may be allowed either full-time (5 days per week) or part-time (less than 5 days per week). As with most aspects of the telework program, OPDIV, STAFFDIV and non-HHS organizations to which PHS Officers are assigned may define arrangements and parameters within their specific telework policies and agreements.
- ▶ Eligible officers may telework on a periodic basis, on regularly-scheduled days, or both.
- ▶ All telework agreements must be written and reviewed annually in accordance with the specific requirements in the Telework Commissioned Corps Instructions.

### Resources

- ▶ Commissioned Corps official telework policy: <https://dcp.psc.gov/ccmis/ccis/documents/CC313.01.pdf>
- ▶ 2014 FAQ updates: [https://dcp.psc.gov/ccmis/PDF\\_docs/Telework%20FAQ.pdf](https://dcp.psc.gov/ccmis/PDF_docs/Telework%20FAQ.pdf)

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**Note:** Feedback and suggestions for this fact sheet are welcome and may be sent to [PPACBenefitsSC@gmail.com](mailto:PPACBenefitsSC@gmail.com).

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