

# Compressed, Flexible and Telework Schedules



## District Personnel Instruction No. 12-58

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<b>Effective Date</b>	<b>Expiration Date</b>	<b>Related DPM Chapters</b>
September 28, 2016	Retain Until Superseded	12

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### Overview

The District government offers its employees flexible scheduling options, which include compressed work schedules, flexible work hours, and telework. Subject to supervisory approval, employees may select one or a combination of these flexible work options so long as they do not negatively impact agency services or personal performance. This DPM instruction outlines these programs, and disseminates the required forms and telework agreement, if applicable, that must be completed.

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## Flexible Scheduling Options

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### Compressed Work Schedule

With a compressed work schedule, an employee works more than eight hours per day and, in exchange, works fewer than 10 days per pay period. With supervisory approval, the following compressed schedules may be authorized for employees:

1. Nine-day work schedule. Employees may work five days one week and four days the next, within a single pay period, for nine days total. With this schedule, employees will work eight 9-hour shifts and one 8-hour shift during the pay period: a total of 80 hours bi-weekly.
2. Eight-day work schedule. Employees may work four days each week, within a pay period, for eight days total. With this schedule, employees will work eight 10-hour shifts: a total of 80 hours bi-weekly.

### Flexible Work Schedule

1. With a flexible work schedule, an employee may alter the start and end times of the tour of duty, provided the hours worked include the agency’s core hours and the schedule is approved by his or her supervisor or manager in writing. Supervisors and managers are responsible for ensuring adequate coverage for customer service purposes during the agency’s business hours.

**i NOTE:** Core hours are the time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee under a flexible work schedule is required to be present for work.

For example, an agency has core hours between 9:00 a.m. and 4:00 p.m. An employee could be approved to work 7:30 a.m. to 4:00 p.m., with a 30 minute lunch period. This is because the tour of duty covers the core hours of 9:00 a.m. to 4:00 p.m. Alternatively, a manager may approve a tour of duty of 9:00 a.m. to 5:30 p.m., provided there is adequate coverage for business operations.

2. Employees are limited to selecting a single tour of duty. That is, an employee may not select differing tours of duty for different days. An employee authorized to work 7:30 a.m. to 4:00 p.m. is required to work this same tour of duty every day. Additionally, a flexible schedule may not begin prior to 6:00 a.m., nor end after 6:00 p.m.

## **Telework**

Telework is a workplace option that benefits employees, employers, and the public alike by lessening commuting costs for workers, reducing the need for dedicated workspace, reducing traffic congestion, and by reducing commute-related pollution. The general summary, requirements, and restrictions of routine telework include the following:

### ***General Summary***

Routine telework is a pre-approved, written arrangement in which an employee can perform officially assigned duties at the employee's home address on a regular basis.

While the option to telework, if offered, must be offered on an equal basis to all employees in an administration, office or unit, employees must be aware that this arrangement is not an entitlement.

Prior to an employee being approved for telework, the immediate supervisor must determine if the duties of the employee's position are appropriate for telework. For instance, an employee who consistently provides face-to-face service to customers or clients likely is not a good candidate for telework.

### ***Requirements***

If approved, teleworkers are required to take the online training before starting telework.

If on an approved telework agreement, the employee must be able to report to his or her official work site, if requested to do so by the immediate supervisor, within a time period as prescribed by the agency. As an example, an agency may require its teleworking employees to report within two (2) hours following a request to attend a mandatory meeting, due to an emergency situation, etc.

Employees who telework are required to respond to all emails and phone calls within a time frame as designated by the agency. For instance, a department may require that its employees respond to calls/emails within 45 minutes of receipt.

### ***Restrictions***

An employee is ineligible to participate in telework (including Situational Telework, as discussed below) if he or she:

- Failed to receive written approval in advance from his or her supervisor/manager, the agency head, and the personnel authority, if applicable;
- Received a rating of Marginal Performer (Level 2) or lower on his or her most recent official performance evaluation; or
- Is on a Performance Improvement Plan.

## **Steps for Expanded Telework**

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Telework is limited to two (2) days per week unless approved in advance and in writing by the employee's supervisor/manager, the agency head, and the personnel authority. An agency submitting a request to the personnel authority to approve telework in excess of two (2) days per week must complete the following process:

- Subordinate agencies must submit a memorandum (sample memorandum attached) to the Director of DCHR requesting approval to allow an employee(s) to telework for more than two (2) days a week; inclusive of rationale for the extended telework; and
- Scan and transmit signed copies of the memorandum and DCSF No. 12-02 to DCHR via [telework@dc.gov](mailto:telework@dc.gov)

## Situational Telework

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1. Unlike routine telework, which is part of an employee's regularly scheduled tour of duty, situational telework is a temporary arrangement (of no more than three (3) consecutive workdays) that is also approved by the employee's supervisor or manager in writing. Though temporary, a manager or supervisor may, at his or her discretion, limit the number of instances in which an employee may utilize situational telework over a period of time (i.e. in a month, year, etc.).
2. While not limited to the following, examples of situational telework include doing so for the purpose of completing a project or report; due to an injury or illness; due to a home repair emergency; or, for activated emergency employees, due to a declared emergency. Below are general descriptions of the situational telework options:

### **Special Project or Report**

On occasion, an employee may have a short-term need for an uninterrupted period of time to complete work on a complex project or report.

### **Illness or Injury**

An employee recovering from an illness or injury who is temporarily unable to physically report to his or her official work site, but is physically and mentally capable of performing his or her official duties remotely, may be approved for situational telework.

### **Home Repair Emergency**

If an employee needs to be home for maintenance or repairs, situational telework may be approved provided the employee can carry out his or her duties remotely and the employee's involvement in the maintenance and repair is incidental. For example, an employee may be approved for situational telework to be present for an electrical repair emergency or for a delivery of equipment for a heating repair emergency. However, an employee may not be approved to assist his or her sister or brother in painting a bedroom.

### **Case-by-Case Basis**

On a case-by-case basis, a supervisor or manager may allow an employee to use situational telework in instances other than those referenced above. In these cases, employees continue to be restricted to a maximum of three (3) consecutive days, except during declared emergencies.

3. Situational telework may be used separately from routine telework. This means that an employee may submit the application and the telework agreement (for situational telework) to the appropriate agency staff for approval even if he or she was not previously approved for routine telework. Employees on situational telework are still required to have a Virtual Private Network in place (as discussed in this instruction) and complete the online telework training.

**i** **NOTE: Employees Currently on Approved Routine Telework/Agreement.** An employee who was already approved to telework under a routine schedule prior to the effective date of this instruction **is not required** to submit another application, but **is required** to execute a new telework agreement. Agency management must be aware that the employee will continue to be bound by the provisions of the former agreement until the new agreement has been approved. Additionally, an employee on routine telework must also request authorization to use situational telework. Employees must also ensure that their agency Telework Coordinator, timekeeper, Payroll Supervisor or Quality Assurance Liaison (or equivalent) is aware of such usage in accordance with applicable provisions in Chapter 12 of the regulations.

## Emergency Employees and Situational Telework

An emergency employee is designated as such by his or her agency head, and may be selected from all employment status categories (i.e., including but not limited to, MSS, Career Service, etc.). Typically, emergency employees provide advice, recommendations, and specific functional support necessary for the continuity of operations during a declared emergency. They would also be required to report to work, remain at work or telework (if they are directed to do so) during a period of a declared emergency. Upon designation, an emergency employee wishing to utilize situational telework must follow the eligibility and application process outlined in this instruction.

**i** **NOTE:** In the event of a declared emergency, an emergency employee on situational telework may be ordered to report to work.

## Requesting a Flexible, Compressed or Telework Schedule (including Situational Telework)

### Unified Application

Except as provided in the “Situational Telework” section above, an employee seeking approval to participate in any of the flexible work options referenced in this DPM instruction must complete the attached application (D.C. Standard Form No. 12-02, Unified Flexible, Compressed and Telework Application). The employee’s application must also be approved in writing by the agency head (or designee) and his or her immediate supervisor.

### Telework Agreement

In addition to the unified application, employees wishing to telework, whether routine, situational or both, must also execute a telework agreement. The agreement is on the reverse side of the unified application and must **only** be completed by those employees that have been approved to telework.

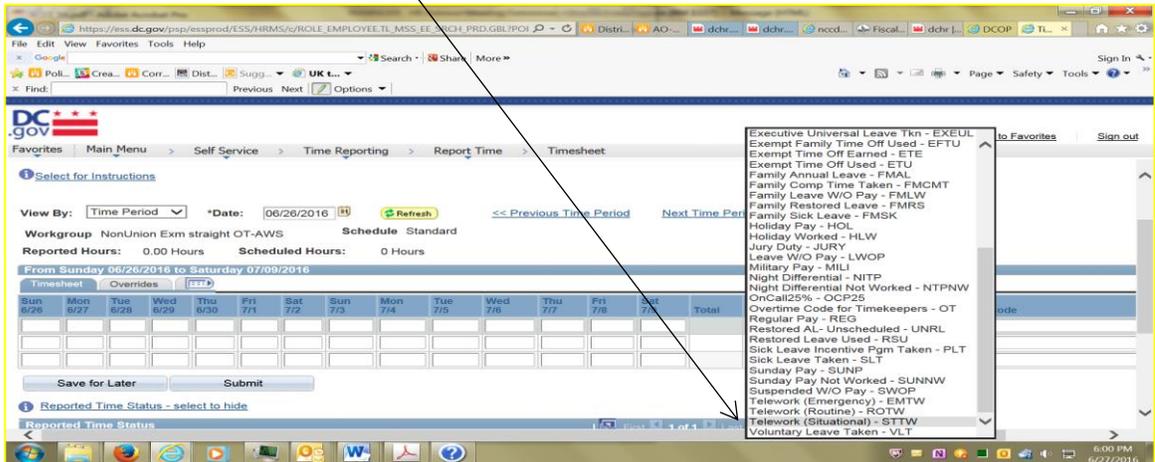
### VPN Access – Telework and Situational Telework

Provided an employee’s position is suitable for telework, to qualify, the employee must have an active Virtual Private Network (VPN) account and a working computer, high-speed internet, and a phone at the telework location.

## Recording Hours in PeopleSoft

An employee on a compressed schedule or telework should appropriately report his or her time in PeopleSoft. Regardless of which work option is chosen, time entry in the system should indicate the number of compressed hours worked or show the day(s) an employee is teleworking. For instance, if an employee works a compressed schedule under the 10-hour module, his or her time entry must reflect 10 hours of “Regular Time,” on 4 days each week of the pay period. Additionally, a timesheet for an employee on routine telework should show the scheduled telework day(s) using the time reporting code (TRC) of “Telework (Routine)-ROTW.”

As provisions on Situational Telework were recently adopted, the new TRC (“Telework (Situational)-STTW”) in PeopleSoft is shown below.



## Additional Agency Considerations

District government agencies now have the option of allowing their employees to utilize a combination of the work options referred to in this instruction. Accordingly, agencies may want to consider varying methods to assist with time management, allotment of office space and equipment.

- If an employee has been approved for routine or situational telework, consider requiring these employees to establish and complete a work plan on a daily basis. The work plan identifies tasks, assignments, projects and initiatives that an employee has been assigned and it assists with time management.
- The agency may want to: (1) include a requirement that a teleworking employee be able to report to work within a specified period of time (for instance 2 hours) following a request from manager; or (2) respond to emails or phone calls within a certain amount of time following receipt (for instance 45 minutes).
- Employees approved to telework more than 2 days a week (with the approval of the personnel authority) should not have a dedicated workspace. Agencies should consider the shared workspace model opposed to individual work space.

## Approvals

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Once the application for a flexible work arrangement has been approved, the completed application form and any required telework agreement, if applicable, must be forwarded to the agency Telework Coordinator (or alternate Telework Coordinator) for processing.

## Access to Forms

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The table below contains the links to access the various form(s) referred to in this instruction:

Forms and Links
DCSF No. 12-02, <a href="#">Unified Flexible, Compressed and Telework Application (Rev. 9/2016)</a>
DCSF No. 12-03, <a href="#">Project Work Plan Template (Issued 9/2016)</a>

## Reference Material

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Employees and managers may obtain additional guidance from the following reference materials:

- Section 1211 of [Chapter 12, Hours of Work, Legal Holidays and Leave](#)
- [Telework General Information Guide](#) at DCHR intranet site ([www.dcop.in.dc.gov](http://www.dcop.in.dc.gov))
- [Telework Information Center](#) at DCHR intranet site ([www.dcop.in.dc.gov](http://www.dcop.in.dc.gov))

## Legal Authorities

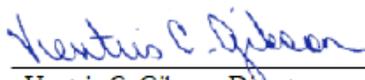
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- D.C. Code § 1-612.01 *et seq.*
- Subtitle B of Title 6, Chapter 12 of the District of Columbia Municipal Regulations

## Additional Information

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Employees, managers, and supervisors can obtain additional guidance relating to recording time in PeopleSoft from their agency timekeeper, Payroll Supervisor or Quality Assurance Liaison (or equivalent). Additionally, questions concerning telework can be directed to your agency Telework Coordinator (TC)/alternate TC, or Tamika Cambridge, the District's Telework Coordinator by calling (202) 727-1528, or via email at [tamika.cambridge@dc.gov](mailto:tamika.cambridge@dc.gov).

  
\_\_\_\_\_  
Ventris C. Gibson, Director

### Attachments

- DCSF No. 12-02, Unified Flexible, Compressed and Telework Application (Rev. 9/2016)
- DCSF No. 12-03, Project Work Plan (Issued 9/2016)
- Sample Memorandum – Approval for Expanded Telework

Attachment 1 -  
Unified Flexible, Compressed and Telework  
Application

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## UNIFIED FLEXIBLE, COMPRESSED AND TELEWORK APPLICATION

### 1. Your Information

Name: Click here to enter text. Click here to enter text.  
Last First and Middle Initial

Agency/Administration: Click here to enter text. Employee ID Click here to enter text.

### 2. Programs Requested

<input type="checkbox"/>	<b>Flexible Schedule.</b> Indicate your preferred tour of duty. Start time: <u>Click here to enter text.</u> End Time: <u>Click here to enter text.</u>
<input type="checkbox"/>	<b>Compressed Schedule.</b> Indicate the number of day(s) off you prefer. <input type="checkbox"/> One <input type="checkbox"/> Two
<input type="checkbox"/>	<b>Telework (Routine).</b> Indicate the day(s) you would like to telework. Week 1: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Week 2: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <b>Note: Approval to telework for more than two (2) days per week also requires the approval of the personnel authority.</b>
<input type="checkbox"/>	<b>Telework (Situational).</b>

### 3. Resulting Schedule

FIRST WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	Enter time	Enter time	Enter time	Enter time	Enter time
LUNCH (30 OR 60 minutes)	<input type="checkbox"/> 30 <input type="checkbox"/> 60				
END TIME:	Enter time	Enter time	Enter time	Enter time	Enter time
HOURS WORKED:	Enter hours	Enter hours	Enter hours	Enter hours	Enter hours
TOTAL HOURS:	Enter hours	Enter hours	Enter hours	Enter hours	Enter hours
SECOND WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:	Enter time	Enter time	Enter time	Enter time	Enter time
LUNCH (30 OR 60 minutes)	<input type="checkbox"/> 30 <input type="checkbox"/> 60				
END TIME:	Enter time	Enter time	Enter time	Enter time	Enter time
HOURS WORKED:	Enter hours	Enter hours	Enter hours	Enter hours	Enter hours
TOTAL HOURS:	Enter hours	Enter hours	Enter hours	Enter hours	Enter hours

Employee's Signature Date

Supervisor's/Manager's Signature Date

Agency Head's (or Designee's) Signature Date

Personnel Authority's Signature, if applicable Date

**Approved**  **Disapproved (See "Approval Signatures" on reverse side)**

## INSTRUCTIONS FOR COMPLETING THE UNIFIED FLEXIBLE, COMPRESSED AND TELEWORK APPLICATION

Below are instructions for completing the DCSF No. 12-02, Unified Flexible, Compressed and Telework Application. Appropriate staff in District government subordinate agencies are required to complete the application in accordance with guidance shown on the application and the following instructions. For the convenience of users, instructions are shown for each of the sections on the form.

### Section 1. Your Information.

This section is to be completed by the employee. It should include the employee's full name (**last, first, middle**), the agency name and administration, if applicable, and the employee's identification number (**Empl ID**).

### Section 2. Program Requested.

1. Employees seeking approval to participate in a specific flexible scheduling option (i.e. compressed work schedule, telework, etc.) must identify each scheduling option being requested.
2. ***Flexible Work Schedule (FWS)*** – If seeking approval to take part in a FWS, place a “√” mark in the corresponding box. Indicate the preferred tour of duty and the start and end time for the scheduled tour. An employee's FWS must encompass the agency's core hours.
3. ***Compressed Work Schedule (CWS)*** - If seeking approval of a CWS, the employee must indicate whether he or she is requesting to work a 9 hour or 10 hour day during this schedule.
  - 9 hr. day – One (1) day off per pay period
  - 10 hr. day – Two (2) days off per pay period (1 day per week)
4. ***Telework (Routine)*** – Employees requesting authorization to telework under a routine designation, as referenced in this instruction, must place a “√” mark to identify the day(s) they wish to telework per week. An employee who is ultimately approved to telework under a routine designation may utilize ***situational telework*** if a circumstance occurs that meets the parameters for situational usage. To be considered for situational telework, the employee must place a “√” mark in the box parallel to situational telework. In the event an employee is approved to telework for more than two (2) days per week, excluding situational telework, the approval of the personnel authority, in addition to the supervisor and agency head, is required.

### Section 3. Resulting Schedule.

1. It is necessary for each employee who is completing the DCSF No. 12-02 to enter additional information as it relates to his or her tour of duty.
2. Employees must enter the start and end time of their tour, hours worked, total hours, and their scheduled lunch period (i.e. 30 minutes, 60 minutes).

### Approval Signatures.

1. ***Approval*** – The immediate supervisor/manager, the agency head, and the personnel authority (if applicable), must sign off on the DCSF 12-02 and Telework Agreement, as appropriate, to approve an employee's request for a flexible scheduling option(s). Each signatory must be aware that by signing, he and she is affirmatively stating that the duties of the position of the employee are suitable for the scheduling option(s) selected, that the employee has met the performance requirements to participate, and that the request is being approved.
2. ***Disapproval*** – If the request is disapproved, enter the reason(s) for the disapproval below in the fillable area and retain as part of application/file:  
[Click here to enter text.](#)

## TELEWORK AGREEMENT

I, **INSERT EMPLOYEE FULL NAME**, hereby request permission to participate in the Telework Program (Program) in order to perform assigned job duties at **INSERT EMPLOYEE'S HOME ADDRESS OF RECORD** on certain days during my tour of duty. I am currently an employee of the **INSERT NAME OF AGENCY**.

### I. TERMS

1. To the extent that there is a conflict between or among provisions regarding Telework in the terms of any collective bargaining agreement (CBA), and/or the D.C. personnel regulations, DPM procedural material, or any Guide on this matter, the provisions of the CBA shall control for employees covered by the CBA. To the extent that there is a conflict between or among provisions regarding Telework in the terms of the Telework Agreement and any Guide on this matter, the provisions of the Telework Agreement shall control. To the extent that there is a conflict between or among provisions regarding Telework in the terms of the Telework Agreement and D.C. personnel regulations, the provisions of the D.C. personnel regulations shall control.
2. An Employee approved to telework must log in through a secure VPN or SharePoint, if applicable, to indicate the start of the Employee's tour of duty.
3. If the Agency Head (or Designee) approves Employee's application to participate in the Telework Program, Employee agrees to act in accordance with this Telework Work Agreement (Agreement) and all applicable rules and regulations of the Agency and District of Columbia government.
4. Employee acknowledges and agrees that Employee's failure to comply with the terms of this Agreement and all applicable rules and regulations (pertaining to employee conduct) of the Agency and

District of Columbia government may result in termination from the Telework Program and disciplinary action.

5. Prior to commencing Telework under the Telework Program, Employee will meet with Employee's supervisor to receive assignments or projects and to review completed work as necessary and appropriate. Employee will complete all assigned work according to work procedures as directed by Employee's supervisor, and according to guidelines and expectations stated in Employee's performance plan.
6. Employee's supervisor will evaluate Employee's job performance in accordance with Employee's performance plan.
7. Employee agrees to limit performance of Employee's officially assigned duties to assignments or projects approved by the Employee's immediate supervisor at the Employee's home.
8. Employee must be able to respond to any work-related voice mails or electronic mail within **MINUTES/HOURS** from receipt of the same.
9. Unless directed otherwise, Employee must also be able to report to **INSERT AGENCY ADDRESS**, within **INSERT NUMBER** (hours) upon request of a supervisory official within the Employee's chain of command.
10. Employee will apply approved safeguards to protect Agency or District government records from unauthorized disclosure and damage. While working at his or her home, Employee will comply with the applicable privacy requirements set forth in District law, personnel regulations, and Agency policies and procedures.
11. Capitalized terms used in this Agreement and not otherwise defined shall have the meanings in the Telework General

Information Guide (Guide). If there is any conflict between the terms of this Agreement and the terms of the Guide, the terms of this Agreement will control.

## II. COMPENSATION AND BENEFITS

1. Employee will continue to work in a pay status while working at Employee’s home. All salary rates, leave accrual rates, and travel entitlements will remain as if Employee performed all work at Employee’s official duty station.
2. Employee understands that overtime work must be approved, in advance, by Employee’s supervisor. If Employee works overtime that has been approved in advance, Employee will be compensated in accordance with applicable D.C. personnel regulations, laws, orders, Agency policy and, where applicable, the terms of the collective bargaining agreement.
3. By signing this Agreement, Employee agrees that failing to obtain approval for overtime work may result in his or her removal from the Telework Program or other appropriate action.
4. Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this Agreement, Employee further agrees to follow Agency procedures for requesting and obtaining approval of leave.

## III. EQUIPMENT/EXPENSES

1. The Employee must have a working computer workstation, internet access, and access to all Agency network resources through a secure VPN connection.
2. If Employee uses Agency equipment, Employee agrees to protect such equipment in accordance with predetermined Agency guidelines.

District government-owned equipment will be serviced and maintained by the Agency.

3. If Employee provides equipment, Employee is responsible for servicing and maintaining it.

*\*\* For the purpose of assessing IT needs, a supervisor or manager is required to identify all IT equipment that has been assigned to the employee by the Agency in the table below:*

The supervisor or manger should identify all equipment/materials provided to the teleworking employee below.

Equipment	Teleworker to provide:	Agency to provide:
High Speed Internet connection		
Virtual Private Network (VPN)		
WebEx log-in		
Mobile Telephone		
Software		
Laptop Computer		
Desktop Computer		
Webcam		

4. Neither Agency nor the District government will be liable for damages to Employee’s personal or real property during the course of performance of official duties or while using District government equipment at the Employee’s home.
5. Neither Agency nor the District government will be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities)

associated with the use of Employee's residence.

#### **IV. SAFETY**

1. Among other reasons, management may deny participation in the Telework Program or rescind this Agreement based on verified safety problems or threats in the Employee's home. For the sole purpose of the Telework Program and provided Employee is given at least 48-hours advance notice, management may inspect Employee's home worksite at periodic intervals during Employee's normal working hours.
2. Employee is covered by, and subject to, the appropriate provisions of the District of Columbia Public Sector Worker's Compensation Program, as appropriate, if injured while performing official duties at the central worksite or Employee's home. Employee will immediately notify Employee's supervisor of any work-related injury that occurs while Employee is working at his or her own home. Employee's supervisor will investigate all accident and injury reports immediately following notification.

#### **V. INDEMNIFICATION**

Employee shall indemnify and hold harmless the District government, its employees, agents and officers from any and all liability for personal injury or any claim for compensation whatsoever, except for any Employee's injury(ies) covered by the District of Columbia Disability Compensation Program, which action or claim may be filed against the District government, its employees, agents or officers, arising from any incident that occurs while Employee is working at his or her own residence. This indemnification provision shall be null and void in the event Employee is not approved for participation in the Telework Program. If Employee's application is approved, but subsequently

terminated, the indemnity provision shall no longer be in effect after the last day on which Employee was allowed to participate in the Telework Program.

#### **VI. INITIATION AND TERMINATION OF AGREEMENT**

1. Employee agrees to satisfactorily complete the Agency's training for the Telework Program.
2. Employee agrees to adhere to this Agreement and all other applicable Agency and DC government personnel laws, guidelines, orders, and policies.
3. The signature of the Agency Head (or Designee) below indicates Agency's concurrence with Employee's participation in the Telework Program.
4. Employee may terminate participation in the Telework Program at any time, subject to the terms of the Agreement. Employee shall provide at least two weeks' advance, written notice to the Agency of the Employee's intent to terminate the Agreement. When feasible, Agency will use reasonable efforts to provide two weeks' advance notice to Employee, but is not required to provide such notice.
5. Agency may terminate Employee's participation in the Telework Program at any time for reasons that include, but are not limited to, Employee's performance and the Agency's organizational or operational needs.
6. At specified times, Employee's supervisor and Employee will complete surveys to evaluate the Telework Program.
7. By signing below, Employee acknowledges receiving a copy of the D.C. personnel regulations on Telework.

**SIGNATURES AND APPROVALS**

**EMPLOYEE**

By signing below, I affirm that my duties and responsibilities are conducive to a telework arrangement, and as specified in this application and agreement. I agree to be bound by the agreement's terms. By signing this form, parties agree to abide by all of the terms and conditions contained in the DCSF No. 12-02 (Revised 9/2016).

**AGREED TO BY:**

**EMPLOYEE**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL AND SIGNATURES:**

Telework Request Approved

Telework Request Disapproved

**SUPERVISOR/MANAGER**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AGENCY HEAD (OR DESIGNEE)**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment 2 - Work Plan Template

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Attachment 3 -  
Sample Memorandum – Expanded Telework

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GOVERNMENT OF THE DISTRICT OF COLUMBIA  
(AGENCY NAME HERE)

**MEMORANDUM**

TO: Ventris C. Gibson, Director  
D.C. Department of Human Resources

FROM: Agency Head

DATE: September 30, 2016

SUBJECT: Request for Approval of Expanded Telework for (Name of Employee(s))

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This memorandum is being sent to request your approval of an expanded telework agreement for an employee (or employees) in the (ENTER AGENCY NAME). As you know, provisions contained in Chapter 12 of the D.C. personnel regulations, require that any request to telework for more than two (2) days per week requires not only the approval of the agency head, but the personnel authority as well.

(ENTER NAME OF EMPLOYEE) works in the (ENTER THE OFFICE NAME). He/She is responsible for (ENTER DETAILED INFORMATION OUTLINING THE EMPLOYEE'S REGULAR DUTIES AND RESPONSIBILITIES; LEVEL OF SUPERVISION REQUIRED; LEVEL OF SECURITY NEEDED, LEVEL OF FACE-TO-FACE INTERACTION REQUIRED, ETC. ). Based on the above-mentioned duties and responsibilities, the nature of work of the position is suitable for teleworking on an expanded schedule.

Also attached is the DCSF No. 12-02, Unified Flexible, Compressed and Telework Application (including the Telework Agreement). If you are in agreement with this request, I am asking that you sign the attached form and return at your earliest convenience. If you have any questions relating to this memorandum, please feel free to contact me at (ENTER PHONE NUMBER), or have your appropriate staff person contact Tamika Cambridge, the District's Telework Coordinator, by calling (202) 727-1528 or via email at [tamika.cambridge@dc.gov](mailto:tamika.cambridge@dc.gov).

Thank you in advance for your consideration of this request.

Attachment

Cc: (AGENCY TELEWORK/ALTERNATE TELEWORK COORDINATOR)