

TELEWORK PLAN

U.S. Probation Service
Northern District of Mississippi

1. Purpose

This Telework Plan establishes the conditions and requirements for employees to perform telework consistent with the requirements of the [Guide to Judiciary Policy, Volume 12 \(Human Resources\), Chapter 10 \(Telework\)](#).

2. Applicability

This plan applies to all employees of the U.S. Probation Service.

3. Categories of Telework Authorized by Plan

This Plan authorizes the following categories of telework at the discretion of the Chief U.S. Probation Officer or designee:

- (a) Ad hoc telework during emergencies only (e.g., continuity of operations (COOP) events, inclement weather, or similar situations) as required by local policy, or by appointing officer or delegated manager or supervisor.
- (b) Ad hoc telework (including intermittent or temporary full-time telework) based on work requirements and situational circumstances such as medical recuperation periods¹, as approved by the supervisor.
- (c) Regular and recurring telework on a schedule approved by the appointing officer or delegated manager or supervisor.

4. Requirements

- (a) Telework is permitted only at management's discretion and is not an employee entitlement.
- (b) Employee participation in telework is generally voluntary, although eligible employees may be required to telework as needed during a COOP event, inclement weather, or similar situation.

¹ Medical recuperation periods is defined as a major medical event or illness involving the employee, or the spouse, child, or other close family member of the employee, which would normally require the employee to be on leave in excess of three working days. An employee may not telework more than four hours per day during a medical recuperation period.

- (c) Before beginning telework (or as soon as possible during or following a COOP event, inclement weather, or other emergency), a supervisor and employee must sign a [Telework Agreement \(Form PER 30\)](#).

Note: Although telework agreements should normally be prepared in advance of an emergency, if an employee is verbally approved to telework during a COOP event, inclement weather, or other emergency, but a Telework Agreement has not been prepared in advance, the Telework Agreement may be signed as soon as possible.

- (d) The use of telework does not change the terms and conditions of employment.
- (e) Telework will give some employees more flexibility to meet family responsibilities; however, it is not a substitute for dependent care (e.g., child or elder). Employees may not use duty time for purposes other than official duties.
- (f) Telework is subject to continuous management approval and monitoring.

5. Eligibility

To be eligible for telework, the supervisor will determine whether an employee has the appropriate personal characteristics for telework, and whether that employee occupies a position that is suitable for telework.

- (a) Employee characteristics
- (1) Employees who are best suited for telework include those who:
- can work independently,
 - have good communication skills,
 - are organized and focused on priorities,
 - are conscientious,
 - meet deadlines,
 - perform at the satisfactory level or above, and
 - effectively coordinate objectives and activities with the supervisor.
- (2) Employees not suited for telework include those with poor disciplinary, attendance, and/or performance records.

(b) Position Characteristics

The Chief U.S. Probation Officer or designee makes a determination as to whether an occupational category or specific position is suitable for telework and applicable under this Plan. **See:** [Guide, Vol 12, § 1020.25.10](#).

6. Travel and Relocation

Travel and relocation expenses are not authorized when an ad hoc or recurring teleworker commutes between his or her home and the official duty station.

7. Termination of Telework Arrangement

- (a) Termination of a telework arrangement is at the discretion of either the supervisor or the employee.
- (b) Telework will be terminated if a supervisor determines that it interferes with the operations of the organization, or adversely affects the performance or development of an employee who teleworks or of his or her co-workers.
- (c) Appropriate advance notice should be provided when possible for the termination of a telework arrangement (e.g., one week for recurring telework).

8. Government-Owned Equipment and Supplies

- (a) This Plan authorizes the following government-owned equipment to be placed at an approved telework site, at the discretion of the supervisor (*check all that apply*):
 - ☒ personal computer;
 - ☒ smartphone and/or tablet;
 - ☐ printer and/or facsimile machine;
 - ☐ printer ink and/or paper; and/or
 - ☒ scanner.
- (b) Government-owned equipment placed at an alternate work site is for official use only. The government retains ownership and control of hardware, software, and data. For guidelines on responsibility for maintenance and liability for government-owned equipment, **see:** [Guide, Vol 12, § 1020.60](#).
- (c) Government-owned equipment placed in employees' homes or at alternate work sites is subject to the appropriate-use policy. **See:** [Guide, Vol 15, § 525 \(Personal Use of Government-Owned Office Equipment\)](#).

9. Remote Network Access

For guidelines on remote network access, **see:** [Guide, Vol 12, § 1020.75](#).

10. Workers' Compensation

Judiciary employees may be entitled to Workers' Compensation benefits under the [Federal Employees Compensation Act \(5 U.S.C. § 8101 et seq.\)](#) for personal injuries that occur while performing official business at an alternate work site.

11. Alternate Work Site at Employee's Residence

For expenses and government liabilities at an employee's residence, **see:** [Guide, Vol 12, § 1020.80](#).

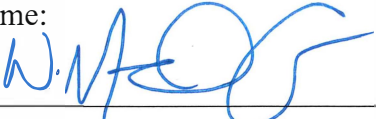
12. Required Documentation

The following table describes the documentation that is required before employees may begin telework.

Required Documentation		
Document	Description	Signed by...
Telework Agreement (Form PER 30)	Sets the terms and conditions under which an employee is permitted to telework.	<ul style="list-style-type: none">• employee• supervisor• appointing official

13. Authorization

This Telework Plan is authorized by the Chief U.S. Probation Officer:

Authorizing Official	
Name: 	Date: 10/24/2018