

## Telework and its Effects on Locality Pay ...from Human Resources Office

NPS Team,

The HRO has received several inquiries regarding the permissibility of teleworking outside the local commuting area and its effect on employee compensation. Please keep in mind the following factors if you are, or are considering, teleworking outside the local commuting area.

Long-distance telework, also referred to as remote work, is a flexible work arrangement in which an employee works most or all of the time from a different geographic area. Full-time remote telework arrangements must be approved by the NPS President, as they may result in a change to an employee's duty location and associated locality pay. The official worksite for teleworkers remains the place where they would normally work, not their telework location, **as long as they are regularly scheduled to be at that site at least twice each biweekly pay period**. Otherwise, for permanent remote telework arrangements, the official worksite must be updated to reflect the telework location and its associated locality pay rate. You can read more about locality pay [here](#).

NPS is currently operating in a "maximized telework" environment that allows employees to work from an **approved alternate worksite**. Changes to an alternate worksite must be approved by an employee's supervisor and reflected on an updated DD2946 (Telework Agreement). Failure to update an employee's alternate worksite can result in an indebtedness to the government (when a change to locality pay is required) and a denial of Workers Compensation benefits if an employee is injured on the job.

The Navy has **not** provided an exception to the above regulations due to COVID-19. Employees working outside the local commuting area should immediately request remote telework and coordinate with both their supervisor and HR to ensure that they are receiving the correct locality pay rate.

The following chart provides additional information about telework. It defines the various types of telework available to employees and how their usage affects the employees who utilize them. For further information, please reach out to Ken Stewart at [kastewar@nps.edu](mailto:kastewar@nps.edu) or via Teams.

Term	Definition	Process	Authority to approve	Impacts
<b>Situational Telework</b>	Situational telework that is approved on a case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular telework schedule. Examples of situational telework include telework as a result of inclement weather, doctor appointment, or special work assignments, and is sometimes also referred to as situational, episodic, intermittent, unscheduled, or ad-hoc telework.	The teleworker and his or her manager/supervisor must enter into a written telework agreement for every type of telework, whether the employee teleworks regularly or on a situational basis. Supervisor and employee must complete training in TWMS	Supervisor	<ul style="list-style-type: none"> <li>– Employees must request and be granted approval from their supervisor to situationally telework on an ad hoc basis.</li> <li>– In response to the mandate for maximized telework due to the COVID-19 Pandemic, employees with an approved DD2946 (Telework Agreement) are considered approved for situational telework until authorized to return to campus.</li> </ul>
<b>Regular/Routine Telework</b>	Routine telework in which telework occurs as part of an ongoing, regular schedule. It can be one day a week, or every day	The teleworker and his or her manager/supervisor must enter into a written telework agreement for every type of telework,	Supervisor	<ul style="list-style-type: none"> <li>– Routine teleworkers must report physically at least twice each biweekly pay period on a regular and recurring basis to the</li> </ul>

	<p>dependent on command policy. Routine Telework occurs on a schedule that is regular and recurring, most often on an agreed-upon day or days during a bi-weekly pay period (e.g., someone teleworks "every Wednesday" or "every Tuesday and Thursday"). The specific days that are regularly scheduled for telework are spelled out in a written telework agreement between the employee and that employee's supervisor.</p>	<p>whether the employee teleworks regularly or on a situational basis. Supervisor and employee must complete training in TWMS. The approved Telework agreement must be on file with HR.</p>		<p>regular worksite to retain Monterey locality pay.</p> <ul style="list-style-type: none"> <li>– The physical fitness health and wellness program does not apply to telework.</li> </ul>
<p><b>Remote Work</b></p>	<p>When the agency designates the employee's telework site as the official worksite with no expectation of the employee to physically report to campus at least twice each biweekly pay period. Or, when an employee changes his or her place of residence to a distant location where commuting at least twice each biweekly pay period on a regular and recurring basis to the regular worksite is not possible.</p>	<p>The teleworker and his or her manager/supervisor must enter into a written telework agreement. Supervisor and employee must complete training in TWMS. The approved Telework agreement must be on file with HR.</p>	<p>NPS President</p>	<ul style="list-style-type: none"> <li>– Permanent remote work outside the "locality" of Monterey wherein the employee does not report to the campus two or more times a pay period will have their locality pay adjusted to the geographic location where the work is performed.</li> <li>– The official worksite for an employee covered by a telework agreement who is not scheduled to report at least twice each biweekly pay period on a regular and recurring basis to the regular worksite is the location of the telework site (i.e., home, telework center, or other alternative worksite)</li> <li>– The physical fitness health and wellness program does not apply to telework.</li> <li>– If a supervisor or any entity at NPS requires the employee to be on campus, NPS bears the cost of travel and per diem for the employee to be on campus.</li> <li>– Employee is still subject to urinalysis and must do it in their remote location in</li> </ul>

				coordination with HR.  – All entitlements (e.g., travel, locality pay, etc.) are based on the employee's official worksite. If remote working, it is their remote worksite.
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Official Worksite Definition: The official worksite for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (i.e., the place where the employee would normally work absent a telework agreement)