



Telework Fact Sheet

Nov 2017

Duration: Telework agreements generally are approved for up to two years, but they may not extend past an employee's Not to Exceed Date – the date that an employee's appointment expires.

Eligibility: Telework is not an entitlement and not all employees are eligible to telework. Participation is subject to approval on a case-by-case basis. Telework arrangement requests are initiated by employees through submission of a DD2946, and require supervisor approval.

Training Requirements: All employees that wish to telework must complete telework training. Full-time telework arrangements require Personally Identifiable Information (PII) training as well. Telework and PII training are available at <https://twms.navy.mil/login.asp>

Renewal: Telework agreements are not automatically renewed. An updated DD2946 must be submitted 30 days prior to the expiration of an employee's telework agreement. Telework agreements must also be re- accomplished if an employee changes supervisors.

Full-time telework requests must include an updated justification memo endorsed by the employee's department head along with an updated DD2946.

Types of Telework: The three most common telework arrangements utilized at the Naval Postgraduate School are Situational, Regular and Reoccurring, and Full-Time Remote. Medical Telework is an uncommon, but available type of telework as well in some instances.

Time Keeping Requirements/SLCADA: It is critical to the success of the telework program that employees enter correct timekeeping codes when recording their telework hours in SLCADA. Telework codes must be entered in the Ehz (Environmental Hazard) field of the timecard. "RG" is still the appropriate type hour code. *Situational Teleworker* will enter "TS", *Regular-Reoccurring Teleworkers* and *Remote Teleworkers* will enter "TW". *Medical Teleworkers* will enter "TM". Supervisors are required to certify the timecard.

Situational Telework: Situational telework is used by employees to work from a remote location on an infrequent basis. Employees with situational telework agreements must coordinate with their supervisor prior to exercising their agreements. Situational telework agreements are often exercised for, among other things, emergencies, inclement weather and short periods of communicable illness.

Regular and Reoccurring: Regular and reoccurring telework arrangements allow employees to telework on a fixed schedule. Regular and Reoccurring teleworkers do not need to coordinate with their supervisors prior to teleworking on the days agreed upon in their telework arrangements.

Full-Time Remote: All employees who work from an approved telework location without reporting to NPS at least two days per pay period require a full-time remote telework arrangement.

The NPS president must approve all full-time remote telework arrangements. Upon approval of a full-time remote telework agreement, the employee's locality is updated to reflect his or her telework

location resulting in a change to locality pay. When full-time telework employees are required to return to NPS, they do so in TDY status.

In addition to a signed DD2946, Telework Training, and PII Training, employees seeking approval of a full-time remote telework arrangement must obtain an endorsement from their department head that answers the following questions:

- Why do you need to request a full-time remote telework agreement?
- What are the functions of the position? (What does this person actually do?)
- Can the position be performed 100% via telework?
- Does the position require a security clearance? If so, will any classified work be performed at the remote location?
- Why is it critical that we retain this employee?
- Why is it critical that we retain this employee in this position?
- What is the mission impact if we cannot retain him or her?
- How often will he or she return to NPS? If his or her trips are frequent, can the position really be performed 100% via telework?
- During the course of the telework agreement will he or she be working with Personal Identifiable Information?

Upon receipt of the above, HRO will ensure that all requirements are met and verify that both the employee and his or her position are eligible for telework. HRO will package all required documents and route them to the President for approval.

Assistance: Please contact Ken Stewart at kastewar@nps.edu or (831)-656-2007 if you have any questions regarding telework.