Position Categorization Checklist for Supervisors

Last Updated on December 7, 2021

It is time to communicate the results of the position categorization effort to employees and to determine employee's telework schedules going forward. Below are some checklist items to help facilitate the discussions.

Step 1: Position Category

- ☐ Share how position categories were determined
    - Leadership determined the appropriate position category based on mission requirements and position duties.
    - Determinations are not based on performance or on employee or supervisor preference.

- ☐ Utilize the Position Categorization Supervisor Discussion Guides to communicate the employee's position category
    - Share the employee's position category
    - Cover the implications of telework and remote work on the following:
        - Days per pay period in Federally-Owned or Leased Building
        - Telework Schedules
        - Duty Station/Official Worksite
        - Locality Pay Area
        - Transit Subsidy
        - Forms Required
        - Address Changes

Step 2: Work Schedule

- ☐ Discuss the telework schedule
- ☐ Document the appropriate telework schedule and duty station city and state on the data call spreadsheet
    - If an employee does not report to an office at least 2 time a pay period, he/she is a remote worker (full-time teleworker)
    - For remote workers, confirm the city, county, and state of home address with the employee
- ☐ Duty Station changes will be processed by OHRM
    - Duty station changes may impact employees' locality pay and tax withholdings.

Step 3: Telework Agreements

- ☐ Update Telework Agreements
    - *Cost Analysis Tools are only required for employees requesting to relocate outside of their current locality pay area.*