Appendix D – Remote Work Agreement

Employee's Name: Richard L. Albores	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS, 0901-15
Office/Region and Division: Office of General Counsel, SWERLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave. NW, WDC 20460
Employee's Work Phone: 202-258-0429	**Employee's Work Email Address:** albores.richard@epa.gov
Supervisor's Name: Jen Lewis	**Supervisor's Work Phone & Email Address:** 202-564-2097; lewis.jen@epa.gov
Proposed Start Date: August 1, 2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Richard Albores Digitally signed by Richard Albores Date: 2022.07.20 17:22:18 -04'00'

Supervisor's Signature: JENNIFER LEWIS Digitally signed by JENNIFER LEWIS Date: 2022.08.08 12:58:55 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.08.16 16:00:04 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Steve Anderson	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, 0905, GS-15
Office/Region and Division: OGC PTSLO	**Address of Regular Office or Worksite:** WJC-N, Washington DC 20460
Employee's Work Phone: 202-564-3137	**Employee's Work Email Address:** anderson.steve@epa.gov
Supervisor's Name: Chris Kaczmarek	**Supervisor's Work Phone & Email Address:** Kaczmarek.Chris@epa.gov
Proposed Start Date: 5/31/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

NOTE: no changes are requested to existing full-time telework agreement from 9/11/2017; updating form per April 22, 2022 MOU between USEPA and NTEU on USEPA Telework and Remote Work Article'

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Anderson, Steve Digitally signed by Anderson, Steve Date: 2022.05.31 09:15:45 -04'00'

Supervisor's Signature: CHRISTOPHER KACZMAREK Digitally signed by CHRISTOPHER KACZMAREK Date: 2022.06.07 12:46:00 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.06.07 13:05:03 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Amber Aranda	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, GS15-10
Office/Region and Division: OGC/PTSLO	**Address of Regular Office or Worksite:** 6311 25th Street North, Arlington VA 22207
Employee's Work Phone: 202 564-1737	**Employee's Work Email Address:** aranda.amber@epa.gov
Supervisor's Name: Chris Kaczmarek	**Supervisor's Work Phone & Email Address:** 202-564-3909
Proposed Start Date: 1/25/23	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☐ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: AMBER ARANDA Digitally signed by AMBER ARANDA Date: 2023.01.25 11:59:22 -05'00'

Supervisor's Signature: CHRISTOPHER KACZMAREK Digitally signed by CHRISTOPHER KACZMAREK Date: 2023.01.26 10:02:54 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.02.06 10:09:43 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Peter Bermes	**Job Title & Grade:** Attorney-Advisor, GS14
Office/Region and Division: Office of General Counsel, General Law Office	
Employee's Work Phone: (312) 886-6631	**Employee's Work E-mail Address:** bermes.peter@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** (202) 564-0283
Proposed Start Date: 4/1/22	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☒ New Request ☐ Annual Recertification ☐ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week: - or number of days per pay period: -

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30-5:00	8:30-5:00	8:00-4:30	8:30-5:00	8:30-5:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30-5:00	8:30-5:00	8:00-4:30	8:30-5:00	8:30-5:00

Description of Portable Work to be performed at Alternate Work Location:

All work is portable. I have operated as a remote worker outside of D.C. since October 2016 without issue.

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature:	**Date:**
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Peter Bermes	**Job Title & Grade:** Attorney-Advisor, GS14
Office/Region and Division: Office of General Counsel, General Law Office	
Employee's Work Phone: (312) 886-6631	**Employee's Work E-mail Address:** bermes.peter@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** (202) 564-0283
Proposed Start Date: 4/1/22	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30-5:00	8:30-5:00	8:00-4:30	8:30-5:00	8:30-5:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30-5:00	8:30-5:00	8:00-4:30	8:30-5:00	8:30-5:00

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: June 14, 2016

Employee's Signature:	**Date:**
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Peter Bermes	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, GS 14
Office/Region and Division: Office of General Counsel, General Law Office	**Address of Regular Office or Worksite:** 3425 N. Oakley Ave, Unit 2, Chicago, IL, 60618
Employee's Work Phone: 312 886-6631	**Employee's Work Email Address:** bermes.peter@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** youngblood.charlotte@epa.gov
Proposed Start Date: 6/1/22	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: PETER BERMES Digitally signed by PETER BERMES Date: 2022.06.02 10:27:29 -05'00'

Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.06.22 09:56:34 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.01.31 16:12:39 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Krishna Bhatt	**Job Title & Grade:** Attorney Advisor, GS-14
Office/Region and Division: Office of General Counsel, National FOIA Office	
Employee's Work Phone: 202-564-6714	**Employee's Work E-mail Address:** bhatt.krishna@epa.gov
First-line Supervisor: Timothy Epp	**First-line Supervisor's Work Phone:** 202-564-2830
Proposed Start Date: May 24, 2021	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	X	X	X	X	X
Pay Period Week #2					
Official Worksite					
Alternate Work Location	X	X	X	X	X

Description of Portable Work to be performed at Alternate Work Location:

All of my work can be done from an AWL and I can attend meetings/collaborate with colleague via Microsoft Teams.

Approval/Disapproval (attach additional documentation, if needed):

☐ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature:	**Date:** 5/11/2021
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Krishna Bhatt	**Job Title & Grade:** Attorney Advisor, GS-14
Office/Region and Division: Office of General Counsel, National FOIA Office	
Employee's Work Phone: 202-564-6714	**Employee's Work E-mail Address:** bhatt.krishna@epa.gov
First-line Supervisor: Timothy Epp	**First-line Supervisor's Work Phone:** 202-564-2830
Proposed Start Date: May 24, 2021	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	X	X	X	X	X
Pay Period Week #2					
Official Worksite					
Alternate Work Location	X	X	X	X	X

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 5/10/2021

Employee's Signature:	**Date:** 5/11/2021
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Krishna Bhatt	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, GS-14/2
Office/Region and Division: OGC - NFO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave, NW, Washington, DC 20004
Employee's Work Phone: 202-564-6714	**Employee's Work Email Address:** bhatt.krishna@epa.gov
Supervisor's Name: Timothy Epp	**Supervisor's Work Phone & Email Address:** 202-564-2830, epp.timothy@epa.gov
Proposed Start Date: 5/1//2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: KRISHNA BHATT Digitally signed by KRISHNA BHATT Date: 2022.05.10 10:41:40 -04'00'

Supervisor's Signature: Digitally signed by TIMOTHY EPP Date: 2022.06.30 08:03:02 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.01.31 16:14:00 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Karen Bianco	**Job Title & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: Office of General Counsel, Air and Radiation Law Office	
Employee's Work Phone: 202-564-3298	**Employee's Work E-mail Address:** bianco.karen@epa.gov
First-line Supervisor: Gautam Srinivasan	**First-line Supervisor's Work Phone:** 202-564-5647
Proposed Start Date: 01/01/2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: 202-564-3298	**Fax Number of Alternate Work Location (if applicable):** N/A

Request:

☑ New Request ☐ Annual Recertification ☐ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	x	x	x	x	x
Pay Period Week #2					
Official Worksite					
Alternate Work Location	x	x	x	x	x

Description of Portable Work to be performed at Alternate Work Location:

All work performed by employee

Approval/Disapproval (attach additional documentation, if needed):

☐ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Karen Bianco	**Date:** 10/13/2021
Supervisor's Signature: Gautam Srinivasan	**Date:** 11/19/20021
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Karen Bianco	**Job Title & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: Office of General Counsel, Air and Radiation Law Office	
Employee's Work Phone: 202-564-3298	**Employee's Work E-mail Address:** bianco.karen@epa.gov
First-line Supervisor: Gautam Srinivasan	**First-line Supervisor's Work Phone:** 202-564-5647
Proposed Start Date: 01/01/2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):** N/A

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	X	X	X	X	X
Pay Period Week #2					
Official Worksite					
Alternate Work Location	X	X	X	X	X

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 03/24/2017

Employee's Signature: Karen Bianco	**Date:** 10/13/2021
Supervisor's Signature: Gautam Srinivasan	**Date:** 11/19/2021
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Karen Bianco	**Job Title, Pay Plan, Series & Grade:** Attorney-Adviser, GS-15
Office/Region and Division: OGC ARLO	**Address of Regular Office or Worksite:** 4214 Van Buren St, University Park MD
Employee's Work Phone: 202-564-3298	**Employee's Work Email Address:** bianco.karen@epa.gov
Supervisor's Name: Matthew Marks	**Supervisor's Work Phone & Email Address:** 202-564-3276, marks.matthew@epa.gov
Proposed Start Date: Existing	**Proposed End Date (for DETO):** N/A

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(**Supervisor:** Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by **management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy** and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Bianco, Karen Digitally signed by Bianco, Karen Date: 2022.06.28 12:00:12 -04'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.10.05 16:40:51 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.11.08 17:10:52 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Amy Huang Branning	**Job Title & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: OGC/ARLO	
Employee's Work Phone: 202-564-1744	**Employee's Work E-mail Address:** branning.amy@epa.gov
First-line Supervisor: Matthew Marks	**First-line Supervisor's Work Phone:** 202-564-3276
Proposed Start Date: 04/24/2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: 202-564-1744 (call forwarding)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm

Description of Portable Work to be performed at Alternate Work Location:

Conduct legal research and writing (e.g., memos, briefs, presentations materials); review/comment on draft documents prepared by EPA/DOJ; attend internal/external meetings via video conference (MSTeams) or phone

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Amy Huang Branning	**Date:** 03/28/2022
Supervisor's Signature: /s/ Matthew Marks	**Date:** 03/28/2022
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Amy Huang Branning	**Job Title & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: OGC/ARLO	
Employee's Work Phone: 202-564-1744	**Employee's Work E-mail Address:** branning.amy@epa.gov
First-line Supervisor: Matthew Marks	**First-line Supervisor's Work Phone:** 202-564-3276
Proposed Start Date: 04/24/2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: 202-564-1744 (call forwarding)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm	8:30 am - 5 pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 03/27/2022

Employee's Signature: Amy Huang Branning	**Date:** 03/28/2022
Supervisor's Signature: /s/ Matthew Marks	**Date:** 03/28/2022
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Amy Huang Branning	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor
Office/Region and Division: OGC/ARLO	**Address of Regular Office or Worksite:** William Jefferson Clinton North, 1200 Pennsylvania Ave., NW Washington, DC 20460
Employee's Work Phone: (202)564-1744	**Employee's Work Email Address:** branning.amy@epa.gov
Supervisor's Name: Matthew Marks	**Supervisor's Work Phone & Email Address:** (202)564-3276, marks.matthew@epa.gov
Proposed Start Date: 08/31/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: AMY BRANNING Digitally signed by AMY BRANNING Date: 2023.01.26 15:29:56 -05'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2023.01.30 09:16:42 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.02.06 10:01:17 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Collette Brisendine	**Job Title & Grade:** Attorney Advisor (GS-14)
Office/Region and Division: Headquarters -- Office of General Counsel	
Employee's Work Phone: 202-564-6158	**Employee's Work E-mail Address:** brisendine.collette@epa.gov
First-line Supervisor: Angelia Talbert-Duarte	**First-line Supervisor's Work Phone:** 202-564-8158
Proposed Start Date: July 1, 2021	**Proposed End Date: (for Medical Telework)** n/a
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	X	X	X	X	X
Pay Period Week #2					
Official Worksite					
Alternate Work Location	X	X	X	X	X

Description of Portable Work to be performed at Alternate Work Location:

Identical work to that performed at official worksite.

Approval/Disapproval (attach additional documentation, if needed):

☐ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature:	**Date:** 4/15/2021
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Collette Brisendine	**Job Title & Grade:** Attorney Advisor (GS-14)
Office/Region and Division: Headquarters -- Office of General Counsel	
Employee's Work Phone: 202-564-6158	**Employee's Work E-mail Address:** brisendine.collette@epa.gov
First-line Supervisor: Angelia Talbert-Duarte	**First-line Supervisor's Work Phone:** 202-564-8158
Proposed Start Date: July 1, 2021	**Proposed End Date: (for Medical Telework)** n/a
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	X	X	X	X	X
Pay Period Week #2					
Official Worksite					
Alternate Work Location	X	X	X	X	X

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 4/15/2021

Employee's Signature:	**Date:** 4/15/21
Supervisor's Signature:	**Date:** 5/11/2021
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Collette Brisendine	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor GS-14-6
Office/Region and Division: OGC-Headquarters	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave. NW Washington, DC 20004
Employee's Work Phone: 202-564-6158	**Employee's Work Email Address:** brisendine.collette@epa.gov
Supervisor's Name: Ariadne Goerke	**Supervisor's Work Phone & Email Address:** 202-564-5471
Proposed Start Date: 5/10/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: COLLETTE BRISENDINE Digitally signed by COLLETTE BRISENDINE Date: 2022.05.10 11:06:02 -04'00'

Supervisor's Signature: Goerke, Ariadne Digitally signed by Goerke, Ariadne Date: 2022.05.10 17:30:36 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.12 10:42:30 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Seth Buchsbaum	**Job Title & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: Office of General Counsel, Air and Radiation Law Office	
Employee's Work Phone: 202-564-2484	**Employee's Work E-mail Address:** buchsbaum.seth@epa.gov
First-line Supervisor: Gautam Srinivasan	**First-line Supervisor's Work Phone:** 202-564-5647
Proposed Start Date: July 6, 2021	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☑ New Request ☐ Annual Recertification ☐ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	x	x	x	x	x
Pay Period Week #2					
Official Worksite					
Alternate Work Location	x	x	x	x	x

Description of Portable Work to be performed at Alternate Work Location:

All work performed by employee

Approval/Disapproval (attach additional documentation, if needed):

☐ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Seth Buchsbaum	**Date:** 6/3/2021
Supervisor's Signature: Gautam Srinivasan	**Date:** 6/3/2021
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Seth Buchsbaum	**Job Title & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: Office of General Counsel, Air and Radiation Law Office	
Employee's Work Phone: 202-564-2484	**Employee's Work E-mail Address:** buchsbaum.seth@epa.gov
First-line Supervisor: Gautam Srinivasan	**First-line Supervisor's Work Phone:** 202-564-5647
Proposed Start Date: July 6, 2021	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	X	X	X	X	X
Pay Period Week #2					
Official Worksite					
Alternate Work Location	X	X	X	X	X

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 4/7/2017

Employee's Signature: Seth Buchsbaum	**Date:** 6/3/2021
Supervisor's Signature: Gautam Srinivasan	**Date:** 6/3/2021
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Seth Buchsbaum	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, GS-15
Office/Region and Division: Office of General Counsel, Air and Radiation Law Office	**Address of Regular Office or Worksite:** 1200 Pennsylvania Avenue NW, Washington, DC 20004
Employee's Work Phone: 202-564-2484	**Employee's Work Email Address:** buchsbaum.seth@epa.gov
Supervisor's Name: Matthew Marks	**Supervisor's Work Phone & Email Address:** 202-564-3276, marks.matthew@epa.gov
Proposed Start Date: July 6, 2021	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: SETH BUCHSBAUM Digitally signed by SETH BUCHSBAUM Date: 2022.05.02 09:20:05 -04'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.10.05 16:42:49 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.01.25 14:11:33 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Andrea Carrillo	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS15
Office/Region and Division: OGC ARLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW Washington DC 20004
Employee's Work Phone: 202.564.3392	**Employee's Work Email Address:** carrillo.andrea@epa.gov
Supervisor's Name: Matthew Marks	**Supervisor's Work Phone & Email Address:** 202.564.3276, Marks.Matthew@epa.gov
Proposed Start Date: 5.22.2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: ANDREA CARRILLO Digitally signed by ANDREA CARRILLO Date: 2022.04.26 11:25:49 -04'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.04.29 08:27:11 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.10 12:18:58 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Laurel Celeste	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, GS-15
Office/Region and Division: OGC/SWERLO	**Address of Regular Office or Worksite:** 1400 Pennsylvania Ave NW, Washington DC
Employee's Work Phone: 202 564 1751	**Employee's Work Email Address:** celeste.laurel@epa.gov
Supervisor's Name: Jennifer Lewis	**Supervisor's Work Phone & Email Address:** 202 564 2097, lewis.jen@epa.gov
Proposed Start Date: 8/26/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Laurel Celeste Digitally signed by Laurel Celeste Date: 2022.08.26 09:40:52 -04'00'

Supervisor's Signature: JENNIFER LEWIS Digitally signed by JENNIFER LEWIS Date: 2022.08.30 17:25:34 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.09.06 16:30:03 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Leslie Darman	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: Office of General Counsel, Water Law Office	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW, Washington, DC 20460
Employee's Work Phone: 202-564-5452	**Employee's Work Email Address:** darman.leslie@epa.gov
Supervisor's Name: Steven Neugeboren	**Supervisor's Work Phone & Email Address:** 202-564-5488
Proposed Start Date: Nov. 1, 2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: LESLIE DARMAN Digitally signed by LESLIE DARMAN Date: 2022.08.30 12:00:10 -04'00'

Supervisor's Signature: Dawn M. Messier Digitally signed by Dawn M. Messier Date: 2022.09.07 17:12:12 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.09.21 09:52:04 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA

Appendix A – EPA Remote Work Agreement

Employee's Name: Caitlin Downs	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, 0905, GS-14
Office/Region and Division: Headquarters, OGC	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW, Washington DC 20460
Employee's Work Phone: (202) 564-4843	**Employee's Work Email Address:** Downs.Caitlin@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** (202) 564-0283
Proposed Start Date: 03/28/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Commuting Area of Regular Office or Worksite:

(●) Yes ( ) No

(Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ( ) Yes ( ) No

Request:

Select one: (●) New Request ( ) Request for Modification to Existing Agreement

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

(●) Approved

( ) Disapproved (cite reason(s) below)

Employee's Signature:	CAITLIN DOWNS	Digitally signed by CAITLIN DOWNS Date: 2022.03.09 16:07:24 -05'00'
Supervisor's Signature:	CHARLOTTE YOUNGBLOOD	Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.03.30 10:31:59 -04'00'
AA/RA (or designee) Signature:	ELISE PACKARD	Digitally signed by ELISE PACKARD Date: 2022.05.12 14:27:58 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

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Appendix D – Remote Work Agreement

Employee's Name: Susmita Dubey	**Job Title, Pay Plan, Series & Grade:** Attorney-advisor GS-15
Office/Region and Division: Office of General Counsel/ ARLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave., Washington DC
Employee's Work Phone: 202-564-5577	**Employee's Work Email Address:** dubey.susmita@epa.gov
Supervisor's Name: Matt Marks	**Supervisor's Work Phone & Email Address:** marks.matthew@epa.gov
Proposed Start Date: 6-21-22	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: SUSMITA DUBEY Digitally signed by SUSMITA DUBEY Date: 2022.06.06 12:48:01 -04'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.06.07 08:53:27 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.06.21 13:49:22 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Dylan Duffey	**Job Title & Grade:** Attorney-Advisor, GS 14-1
Office/Region and Division: Office of General Counsel, General Law Office	
Employee's Work Phone: 202-564-3008	**Employee's Work E-mail Address:** duffey.dylan@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** 202-564-0283
Proposed Start Date: 4/24/2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-5:00PM
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	

Description of Portable Work to be performed at Alternate Work Location:

Legal counseling (Federal Records Act, CBI, FOIA litigation, information sharing agreements, CUI program/policy implementation)
FOIA litigation (preparation of filings, including researching and drafting pleadings and memoranda, document review and productions, counseling)
FOIA appeals
CBI/PBI (counseling and TSCA/non-TSCA CBI determinations, management of non-TSCA CBI/PBI cases, including issuing PBI determinations, intake/assignment of new PBI cases, reviewing/editing draft PBI determinations from other team members)

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: DYLAN DUFFEY Digitally signed by DYLAN DUFFEY Date: 2022.03.29 10:18:24 -04'00'	**Date:** 3/29/2022
Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.03.29 10:29:14 -04'00'	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework): ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.04.05 15:48:52 -04'00'	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Dylan Duffey	**Job Title & Grade:** Attorney-Advisor, GS 14-1
Office/Region and Division: Office of General Counsel, General Law Office	
Employee's Work Phone: 202-564-3008	**Employee's Work E-mail Address:** duffey.dylan@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** 202-564-0283
Proposed Start Date: 4/24/2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-5:00PM
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 1/12/2022

Employee's Signature: Dylan Duffey	**Date:** 3/18/2022
Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.03.29 10:30:00 -04'00'	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework): ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.04.03 13:49:51 -04'00'	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix E- NTEU EMPLOYEE SELF-CERTIFICATION SAFETY CHECKLIST

The following checklist is designed to assess the overall safety of the Alternate Work Location (AWL) and must be completed and given to your supervisor with your Telework Application.

	Yes	No	N/A	Comments
1. Is the space free of asbestos material?	X			
2. If NO, is the asbestos undamaged and in good condition?			X	
3. Does the space appear to be free of indoor air quality problems?	X			
4. Is the work space free from excess noise?	X			
5. Is water available and drinkable in the space?	X			
6. Is ventilation adequate?	X			
7. Is a bathroom available with hot and cold running water?	X			
8. Are there handrails for stairs with more than 3 steps?			X	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	X			
10. Do circuit breakers clearly indicate if they are opened or closed?	X			
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	X			
12. Will the building's electrical system perm it the grounding of electrical equipment?	X			
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	X			
14. Do file cabinets and storage closets open so they do not obstruct walkways?	X			
15. Do chairs have stable and secure wheels/casters?	X			
16. Are rungs and legs of chairs stable and sturdy?	X			
17. Are the phone lines, electrical cords and extension wires safely secured?	X			
18. Is the office free of combustible materials?	X			
19. Is there adequate electrical lighting to accomplish the work assignments?	X			
20. Are floors surfaces clean, dry, and level?	X			
21. Are carpets well secured to the floor and free of frayed or worn seams?	X			
22. Are there any other known safety issues that should be addressed for this work space?	X			

Signing this form does not guarantee that the AWL is hazard free, but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their AWL which could impact on health and safety of the employee and others.

Employee's Signature DYLAN DUFFEY Digitally signed by DYLAN DUFFEY Date: 2022.03.18 15:14:46 -04'00' Date 3/18/2022

Supervisor's Signature CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.03.29 10:30:28 -04'00' Date

Appendix F- NTEU NOTICE OF TERMINATION OF TELEWORK AGREEMENT

DATE:

TO: (Name of Employee)

FROM: (Name of Supervisor)

SUBJECT: Termination of Employee Telework Agreement

I am terminating your telework agreement effective _____
Date

The specific reason(s) for my decision is as follows:

_____
Signature of Supervisor

Received by _____
Signature of Employee/Date
(Signature does not imply agreement)

Appendix D – Remote Work Agreement

Employee's Name: Dylan Duffey	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS 14-1
Office/Region and Division: Office of General Counsel, EPA HQ	**Address of Regular Office or Worksite:** 1200 Pennsylvania Avenue, N.W. Washington, DC 20460
Employee's Work Phone: 202-564-3008	**Employee's Work Email Address:** duffey.dylan@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** 202-564-0283, youngblood.charlotte@epa.gov
Proposed Start Date: 5/24/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: DYLAN DUFFEY Digitally signed by DYLAN DUFFEY Date: 2022.06.02 11:30:48 -04'00'

Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.06.22 09:58:37 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.01.31 16:11:41 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Denise A. Dykeman	**Job Title, Pay Plan, Series & Grade:** Assistant General Counsel GS-15
Office/Region and Division: OGC HQ NFO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Avenue, N.W. (MC 2310A), Washington, D.C. 20460
Employee's Work Phone: 202-564-6520	**Employee's Work Email Address:** dykeman.denise@epa.gov
Supervisor's Name: Timothy Epp	**Supervisor's Work Phone & Email Address:** (202) 564-2830 epp.timothy@epa.gov
Proposed Start Date: March 19, 2023	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Denise A. Dykeman Digitally signed by Denise A. Dykeman Date: 2023.03.06 10:30:42 -05'00'

Supervisor's Signature: Digitally signed by TIMOTHY EPP Date: 2023.03.10 11:05:53 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.03.13 10:06:41 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Peter Zavaleta Ford	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, 905, GS 15
Office/Region and Division: Office of General Counsel/Water Law Office	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave, NW, WDC 20004
Employee's Work Phone: 2025645593	**Employee's Work Email Address:** ford.peter@epa.gov
Supervisor's Name: Dawn Messier	**Supervisor's Work Phone & Email Address:** 20256455517; messier.dawn@epa.gov
Proposed Start Date: August 1, 2023	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☐ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Peter Ford Digitally signed by Peter Ford Date: 2023.01.03 17:31:12 -05'00'

Supervisor's Signature: Dawn M. Messier Digitally signed by Dawn M. Messier Date: 2023.01.11 21:42:33 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.01.25 12:04:16 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Cheryl Graham	**Job Title & Grade:** Paralegal Specialist 11
AAship/Region and Division: OGC/ARLO	**Address of Official Agency Worksite:** Headquarters
Employee's Work Phone: 202-564-5473	**Employee's Work E-mail Address:** graham.cheryl@a.govep
First-line Supervisor: Matthew Marks	**First-line Supervisor's Work Phone:** 202-564-3276
Proposed Start Date:	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 4/18/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

For the past two years because of the pandemic I have been in full telework status. I have consistently performed my duties for ARLO, as well as assist other offices. I work independently with little supervision as well as with a team to manage my time effectively to meet deadlines, attend meetings, take training and assist others. Prior to the pandemic, I worked regular and situational telework since the 1998 AFGE agreement with no complaints.

All my work is portable and the applications used to perform work are on my laptop. I have a home office consisting of two monitors, office supplies, file cabinet and a printer which gives me the ability to fax and scan documents, as well as an agency mobile phone. Approval of this request would allow me the flexibility to attend meetings, training and other events that I would often miss from my official worksite because of my work schedule.

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: Cheryl Graham Digitally signed by Cheryl Graham Date: 2022.04.19 09:34:52 -04'00'	**Date:**
Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.04.19 09:41:31 -04'00'	**Date:**
AA/RA (or designee) Signature: ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.17 14:16:21 -04'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Joanne Hogan	**Job Title & Grade:** Attorney/Advisor
Office/Region and Division: OGC/CRFLO/ALPG	
Employee's Work Phone: 202-564-5463	**Employee's Work E-mail Address:** Hogan.Joanne@epa.gov
First-line Supervisor: Angelia Talbert-Duarte	**First-line Supervisor's Work Phone:** 202-564-8158
Proposed Start Date: May 1, 2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	7:30-4:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	Compressed

Description of Portable Work to be performed at Alternate Work Location:

All of my work is portable as I have been working sucessfully at an alternate work location for the past two years. I can come into the office as needed. I have the technical capacity at my alternate work location and my work does not require face-to-face meetings.

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Joanne M. Hogan	**Date:** March 16, 2022
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Joanne Hogan	**Job Title & Grade:** OGC/CRFLO/ALPG
Office/Region and Division: OGC/CRFLO/ALPG	
Employee's Work Phone: 202-564-5463	**Employee's Work E-mail Address:** Hogan.Joanne@epa.gov
First-line Supervisor: Angelia Talbert-Duarte	**First-line Supervisor's Work Phone:** 202-564-8158
Proposed Start Date: May 1, 2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	7:30-4:00
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	compressed

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulation s and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: _____

Employee's Signature: Joanne M. Hogan	**Date:** March 16, 2022
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Jeanhee Hong	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-0905-14
Office/Region and Division: Office of General Counsel	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave. N.W., (WJC North), Washington, DC 20004
Employee's Work Phone: (202) 565-0040	**Employee's Work Email Address:** hong.jeanhee@epa.gov
Supervisor's Name: Matthew Marks	**Supervisor's Work Phone & Email Address:** 202-564-3276, marks.matthew@epa.gov
Proposed Start Date: 09/19/22	**Proposed End Date (for DETO):** n/a

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: JEANHEE HONG Digitally signed by JEANHEE HONG Date: 2022.07.14 22:21:32 -07'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.08.02 09:49:44 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.08.16 16:07:11 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA

Appendix D – Remote Work Agreement

Employee's Name: Allison Hoppe	**Job Title, Pay Plan, Series & Grade:** Attorney-Adviser, GS-14
Office/Region and Division: Office of General Counsel/CCILO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW, Washington DC
Employee's Work Phone: 202-503-6667	**Employee's Work Email Address:** hoppe.allison@epa.gov
Supervisor's Name: Linda Tsang	**Supervisor's Work Phone & Email Address:** 202-564-0699, tsang.linda@epa.gov
Proposed Start Date: As soon as approved	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(**Supervisor:** Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by **management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy** and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: ALLISON HOPPE Digitally signed by ALLISON HOPPE Date: 2022.04.22 16:47:58 -04'00'

Supervisor's Signature: LINDA TSANG Digitally signed by LINDA TSANG Date: 2022.05.06 15:55:17 -04'00'

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.12 16:07:35 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Tricia Jefferson	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-905-15
Office/Region and Division: OGC CCILO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW, Washington DC
Employee's Work Phone: 202-564-6628	**Employee's Work Email Address:** jefferson.tricia@epa.gov
Supervisor's Name: Linda Tsang	**Supervisor's Work Phone & Email Address:** 202-564-0699 email: tsang.linda@epa.gov
Proposed Start Date: August 2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

See attached justification.

Employee's Signature: TRICIA JEFFERSON Digitally signed by TRICIA JEFFERSON Date: 2022.07.15 13:47:21 -04'00'

Supervisor's Signature: LINDA TSANG Digitally signed by LINDA TSANG Date: 2022.07.21 17:02:14 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.08.04 11:11:09 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Larry C. Johnson	**Job Title & Grade:** Government Information Specialist GS-12/8
AAship/Region and Division: EPA Headquarters OGC/National FOIA Office	**Address of Official Agency Worksite:** 1200 Pennsylvania Avenue, N.W. (MC 2310A) Washington, D
Employee's Work Phone: No Official Phone Assigned	**Employee's Work E-mail Address:** johnson.larry-c@epa.gov
First-line Supervisor: Timothy R. Epp	**First-line Supervisor's Work Phone:** (202) 564-2830
Proposed Start Date: 01 March 2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** Ex. 6 Personal Privacy (PP)

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on July 18, 2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of the work i conduct is entirely portable. I have never been assigned an office space at EPA Headquarters since my transfer and have no need of filespace or deskspace. I have contributed to the reduction of the FOIA backlog at the agency and have improved the FOIA intake process entirely from my laptop. I manage all of my COR duties remotely. I have demonstrably proven that working from my RWL will not diminish the Agency's ability to accomplish its mission and in fact has enhanced our operational goals. Although working from my RWL, I am still available for in-person meetings as the need may arise.

Approval/Disapproval (attach documentation):

☑ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Larry C. Johnson	**Date:** January 28, 2022
Supervisor's Signature: Digitally signed by TIMOTHY EPP Date: 2022.03.08 16:50:03 -05'00'	**Date:**
AA/RA (or designee) Signature: ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.03.08 17:10:16 -05'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: George Kohutiak	**Job Title & Grade:** Attorney-Advisor, Grade 15
Office/Region and Division: OGC, Civil Rights and Finance Law Office	
Employee's Work Phone: (202) 564-0284	**Employee's Work E-mail Address:** kohutiak.george@epa.gov
First-line Supervisor: Ariadne Goerke	**First-line Supervisor's Work Phone:** (202) 564-5471
Proposed Start Date: 04/01/22	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☑ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm

Description of Portable Work to be performed at Alternate Work Location:

Provide legal services to EPA, primarily the WIFIA Program, including advice and counsel, and reading, review and drafting of documents, including documentation for WIFIA loans.

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: KOHUTIAK GEORGE KOHUTIAK Date: 2022.03.28 10:54:56 -04'00'	**Date:**
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: George Kohutiak	**Job Title & Grade:** Attorney-Advisor, Grade 15
Office/Region and Division: OGC, Civil Rights and Finance Law Office	
Employee's Work Phone: (202) 564-0284	**Employee's Work E-mail Address:** kohutiak.george@epa.gov
First-line Supervisor: Ariadne Goerke	**First-line Supervisor's Work Phone:** (202) 564-5471
Proposed Start Date: 04/01/22	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☑ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulation s and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: yes

Employee's Signature: GEORGE KOHUTIAK GEORGE KOHUTIAK Date: 2022.03.28 10:56:19 -0400	**Date:**
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: George Kohutiak	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, Grade 15
Office/Region and Division: OGC, Civil Rights and Finance Law Office	**Address of Regular Office or Worksite:** Headquarters, Washington DC
Employee's Work Phone: 202-564-0284	**Employee's Work Email Address:** kohutiak.george@epa.gov
Supervisor's Name: Ariadne Goerke	**Supervisor's Work Phone & Email Address:** 202-564-5471
Proposed Start Date: 5/15/22	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: GEORGE KOHUTIAK Digitally signed by GEORGE KOHUTIAK Date: 2022.05.06 10:30:36 -04'00'

Supervisor's Signature: Goerke, Ariadne Digitally signed by Goerke, Ariadne Date: 2022.05.10 16:13:44 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.12 10:41:18 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Kathleen M. Left	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-0905-12, Step 10 (Full Performance Level: GS-14)
Office/Region and Division: OGC, Washington, DC	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW, Washington, DC 20004
Employee's Work Phone: (202) 564-1260	**Employee's Work Email Address:** left.kathleen@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** (202) 564-0283, youngblood.charlotte@epa.gov
Proposed Start Date: 06/28/2022	**Proposed End Date (for DETO):** N/A

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☐ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: KATHLEEN LEFT Digitally signed by KATHLEEN LEFT Date: 2022.06.14 12:55:40 -04'00'

Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.08.05 15:52:06 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.09.06 16:39:59 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Brandon Levine	**Job Title & Grade:** Attorney-Advisor; 14
Office/Region and Division: Office of General Counsel; General Law Office	
Employee's Work Phone: 202-564-6625	**Employee's Work E-mail Address:** levine.brandon@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** 202-564-0283
Proposed Start Date: 1/25/2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☑ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week: 5 or number of days per pay period: 10

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:00 - 5:30	8:00 - 5:30	8:00 - 5:30	8:00 - 5:30	8:00 - 4:30
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:00 - 5:30	8:00 - 5:30	8:00 - 5:30	8:00 - 5:30	

Description of Portable Work to be performed at Alternate Work Location:

I will perform all job duties from the alternate work location.

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Brandon Levine	**Date:** 1/25/2022
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name:	**Job Title & Grade:**
Office/Region and Division:	
Employee's Work Phone:	**Employee's Work E-mail Address:**
First-line Supervisor:	**First-line Supervisor's Work Phone:**
Proposed Start Date:	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code):	
Phone Number of Alternate Work Location:	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☐ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location					
Pay Period Week #2					
Official Worksite					
Alternate Work Location					

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: _____

Employee's Signature:	**Date:**
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Brandon Levine	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS, 0905; GS14
Office/Region and Division: Office of General Counsel, General Law Office	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave. NW Washington, DC 20004
Employee's Work Phone: (202) 564-6625	**Employee's Work Email Address:** levine.brandon@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** (202) 564-0283; youngblood.charlotte@epa.gov
Proposed Start Date: January 20, 2023	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: BRANDON LEVINE Digitally signed by BRANDON LEVINE Date: 2022.07.12 08:49:30 -04'00'

Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2023.02.01 12:20:39 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.02.06 10:07:53 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA

Appendix D – Remote Work Agreement

Employee's Name: Sara McGraw	**Job Title, Pay Plan, Series & Grade:** GS-15
Office/Region and Division: OGC/CRFLO	**Address of Regular Office or Worksite:** 1400 Pennsylvania Avenue
Employee's Work Phone: 202-564-2565	**Employee's Work Email Address:** mcgraw.sara@epa.gov
Supervisor's Name: Ariadne Goerke	**Supervisor's Work Phone & Email Address:** goerke.ariadne@epa.gov, 202-564-5471
Proposed Start Date: 5/8/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(**Supervisor:** Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by **management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy** and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: SARA MCGRAW Digitally signed by SARA MCGRAW Date: 2022.05.02 09:18:21 -04'00'

Supervisor's Signature: Goerke, Ariadne Digitally signed by Goerke, Ariadne Date: 2022.05.05 12:19:03 -04'00'

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.17 14:19:24 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA

Appendix A – EPA Remote Work Agreement

Employee's Name: Alexandra Meighan	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, 905, GS-15
Office/Region and Division: General Law Office, Office of General Counsel	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave., NW, Washington DC 20460
Employee's Work Phone: (202) 564-8922	**Employee's Work Email Address:** meighan.alexandra@epa.gov
Supervisor's Name: Wendy Blake	**Supervisor's Work Phone & Email Address:** (202) 564-1821; blake.wendy@epa.gov
Proposed Start Date: February 22, 2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Commuting Area of Regular Office or Worksite:

○ Yes ● No

(Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ○ Yes ● No

Request:

Select one: ○ New Request ● Request for Modification to Existing Agreement

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

○ Approved

○ Disapproved (cite reason(s) below)

Alex Mgl 2/15/22

Employee's Signature:

Supervisor's Signature:

AA/RA (or designee) Signature:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

EPA Form 3181-7

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jonathan Meyer	**Job Title & Grade:** Attorney-Adviser GS-14
AAship/Region and Division: OGC/ARLO (detail)	**Address of Official Agency Worksite:** 1200 Pennsylvania Avenue, N.W. Washington, DC 20460
Employee's Work Phone: 913-551-7140	**Employee's Work E-mail Address:** meyer.jonathan@epa.gov
First-line Supervisor: Matthew Marks	**First-line Supervisor's Work Phone:** 202-564-3276
Proposed Start Date: 05/02/2022	**If Temporary, Proposed End Date:** 04/01/2023 (end of detail)

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☐ Yes
☑ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☑ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 2/28/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been working remotely since March 2020, and have met all deadlines and accomplished all elements of my PARS agreement during this time. I have been able to effectively participate in calls and meetings and have been available to my colleagues and supervisors for ad hoc discussions. My assignments are 100% portable, and I have not needed to go to the Regional Office to accomplish tasks during this time period, save for issuance of a new laptop. As such, I have been able to assist the EPA in meeting its mission and operational goals.

I have sufficient resources to accomplish all duties while working from home. This includes the ability to participate in meetings via Teams or similar software, the ability to collaborate on written work products via OneDrive, and I have access to a printer if I need to generate hard copies of documents.

Given the above, I will be able to work effectively on a remote basis during my detail to OGC/ARLO.

Approval/Disapproval (attach documentation):

- [x] Approved
- [ ] Disapproved (cite reason(s) below)

Employee's Signature: JONATHAN MEYER Digitally signed by JONATHAN MEYER Date: 2022.04.15 12:17:28 -05'00'	**Date:** 4/15/22
Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.04.19 08:01:37 -04'00'	**Date:** 04/19/2022
AA/RA (or designee) Signature: ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.17 14:25:11 -04'00'	**Date:**

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Kathryn Napier	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-14, 0905
Office/Region and Division: OGC/GLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave
Employee's Work Phone: 202-669-0329	**Employee's Work Email Address:** napier.kathryn@epa.gov
Supervisor's Name: Kevin Miller	**Supervisor's Work Phone & Email Address:** 202-564-2691 / miller.kevin@epa.gov
Proposed Start Date: 01/09/2023	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: KATHRYN NAPIER Digitally signed by KATHRYN NAPIER Date: 2023.01.13 10:26:47 -08'00'

Supervisor's Signature: Miller, Kevin M. Digitally signed by Miller, Kevin M. Date: 2023.01.13 13:34:53 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.01.18 17:34:40 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Kathryn Napier-Le	**Job Title & Grade:** Attorney-Advisor; GS-14
Office/Region and Division: Office of General Counsel / General Law Office	
Employee's Work Phone: 202-564-7701	**Employee's Work E-mail Address:** le.kathryn@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** 202-564-0283
Proposed Start Date: May 1, 2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

[ ] New Request [ ] Annual Recertification [✓] Request for Modification to Existing Agreement

Type of Telework Agreement: **[ ] Regular** **[ ] Episodic** **[ ] Medical** **[✓] Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

[ ] If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.	7:00 a.m. - 4:30 p.m.

Description of Portable Work to be performed at Alternate Work Location:
Anti-Racism Adviosry Committe executive duties (drafting agendas, preparing meetings, advising front office); Technology transfer agreements review and counseling; Controlled Unclassified Information counseling/advising; FOIA litigation and appeals; PBI/CBI determinations; TSCA CBI determinations and counseling; Federal Records Act counseling (reviewing draft guidance/SOPs from the NRMP, reviewing draft records schedules, counseling the Digitization Work Group).

Approval/Disapproval (attach additional documentation, if needed):

[X] Approved [ ] Approved with Modifications (cite reason(s) and modification below) [ ] Disapproved (cite reason(s) below)

Employee's Signature: Kathryn Napier-Le	**Date:** 02/08/2022
Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.03.18 17:27:54 -04'00'	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework): ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.03.18 18:03:51 -04'00'	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D – Remote Work Agreement

Employee's Name: Quoc Nguyen	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, GS-15
Office/Region and Division: Office of General Counsel, GLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Avenue, NW; Washington DC, 20460
Employee's Work Phone: 202-564-6343	**Employee's Work Email Address:** nguyen.quoc@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** 202-564-0283
Proposed Start Date: December 1, 2022	**Proposed End Date (for DETO):** none

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: QUOC NGUYEN Digitally signed by QUOC NGUYEN Date: 2022.11.08 09:55:48 -05'00'

Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.12.30 09:37:58 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.01.12 17:06:06 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Kenneth Pakula	**Job Title & Grade:** Attorney-Advisor GS-15
Office/Region and Division: Office of General Counsel/CRFLO	
Employee's Work Phone: 202.564.4706	**Employee's Work E-mail Address:** pakula.kenneth@epa.gov
First-line Supervisor: Ariadne Goerke	**First-line Supervisor's Work Phone:** 202.564.5471
Proposed Start Date: 3/28/22	**Proposed End Date: (for Medical Telework)** N/A
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):** N/A

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm	7:30 am-4 pm	Off

Description of Portable Work to be performed at Alternate Work Location:

For the PLPG, review and edit procurement related files, provide client counseling and represent the Agency in procurement related litigation. For CPAL, investigate and draft decision for claims filed pursuant to the FTCA, review documents submitted pursuant to the Uniform Relocation Act, and issue draft decisions regarding waivers for erroneous payments filed under authority of 5 USC 5584.

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Kenneth Pakula	**Date:** 3/14/22
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Kenneth Pakula	**Job Title & Grade:** Attorney-Advisor GS-15
Office/Region and Division: Office of General Counsel/CRFLO	
Employee's Work Phone: 202.564.4706	**Employee's Work E-mail Address:** pakula.kenneth@epa.gov
First-line Supervisor: Ariadne Goerke	**First-line Supervisor's Work Phone:** 202.564.5471
Proposed Start Date: 3/28/22	**Proposed End Date: (for Medical Telework)** N/A
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):** N/A

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7:30 am-5 pm	7:30 am-5 pm	7:30 am-5 pm	7:30 am-4 pm	Off

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulation s and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: N/A

Employee's Signature: Kenneth Pakula	**Date:** 3/14/22
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Kenneth R. Pakula	**Job Title, Pay Plan, Series & Grade:** ATTORNEY-ADVISOR GS-15
Office/Region and Division: OGC-CRFLO-PLPG	**Address of Regular Office or Worksite:** 1200 Pennsylvania Avenue, WDC 20004
Employee's Work Phone: 202-564-4706	**Employee's Work Email Address:** pakula.kenneth@epa.gov
Supervisor's Name: Ariadne Goerke	**Supervisor's Work Phone & Email Address:** 202-564-5471
Proposed Start Date: 4/25/22	**Proposed End Date (for DETO):** N/A

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Pakula, Kenneth Digitally signed by Pakula, Kenneth Date: 2022.05.06 12:54:45 -04'00'

Supervisor's Signature: Goerke, Ariadne Digitally signed by Goerke, Ariadne Date: 2022.05.10 16:11:59 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.12 10:41:51 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Pooja Parikh	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor, GS-15
Office/Region and Division: Water Law Office, Office of General Counsel	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave, NW, Washington DC
Employee's Work Phone: 202 564-0839	**Employee's Work Email Address:** parikh.pooja@epa.gov
Supervisor's Name: Dawn Messier	**Supervisor's Work Phone & Email Address:** 202 564-5517
Proposed Start Date: as soon as approved	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: POOJA PARIKH Digitally signed by POOJA PARIKH Date: 2022.09.19 13:12:29 -04'00'

Supervisor's Signature: Dawn M. Messier Digitally signed by Dawn M. Messier Date: 2022.09.25 17:00:53 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.10.11 08:34:26 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Linda F. Person	**Job Title & Grade:** GIS/13
AAship/Region and Division: OGC/NFO	**Address of Official Agency Worksite:** 1200 Pennsylvania Ave NW, Wash., DC
Employee's Work Phone: 202-566-1661	**Employee's Work E-mail Address:** person.linda@epa.gov
First-line Supervisor: Timothy R. Epp	**First-line Supervisor's Work Phone:** 202-564-2830
Proposed Start Date: 03/13/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):**

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on 11/12/2021 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:	
All of my duties are administrative. With an Internet connection, I can successfully telework as effectively from the RWL as from the Agency worksite. I have proven, over the past 2 years, my ability to telework full time without any unfulfilled assignments. In no way will the approval of this request diminish the Agency's ability to accomplish its mission and goals.	
Approval/Disapproval (attach documentation): ☐ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Linda F Person Digitally signed by Linda F Person Date: 2022.02.25 09:37:38 -05'00'	**Date:** 02/25/2022
Supervisor's Signature: Digitally signed by TIMOTHY EPP Date: 2022.04.13 08:10:42 -04'00'	**Date:**
AA/RA (or designee) Signature: ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.04.14 10:55:58 -04'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Shannon Rebersak	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: OGC PTSLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW Washington, DC 20004
Employee's Work Phone: 202-564-6271, 202-527-1068	**Employee's Work Email Address:** rebersak.shannon@epa.gov
Supervisor's Name: Chris Kaczmarek	**Supervisor's Work Phone & Email Address:** (202) 564-3909
Proposed Start Date: 5/31/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

No changes are requested to existing full-time telework agreement/approval from October 14, 2021; updating form per April 22, 2022 MOU between USEPA and NTEU on USEPA Telework and Remote Work Article

Employee's Signature: SHANNON REBERSAK — Digitally signed by SHANNON REBERSAK Date: 2022.05.31 08:27:25 -04'00'

Supervisor's Signature: CHRISTOPHER KACZMAREK — Digitally signed by CHRISTOPHER KACZMAREK Date: 2022.06.07 12:45:27 -04'00'

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.06.07 13:04:23 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Kenneth Redden	**Job Title & Grade:** Attorney-Advisor GS-15
Office/Region and Division: OGC/CRFLO	
Employee's Work Phone: 202-564-4707	**Employee's Work E-mail Address:** redden.kenneth@epa.gov
First-line Supervisor: Ariadne Goerke	**First-line Supervisor's Work Phone:** 202-564-5471
Proposed Start Date: 03/28/22	**Proposed End Date: (for Medical Telework)** N/A
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):** N/A

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm

Description of Portable Work to be performed at Alternate Work Location:
Contract file reviews and bid protest in the PLPG; Waivers, Torts & Debt Collection as staff attorney and Acting EPA Claims Officer in CPAL.

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Kenneth Redden	**Date:** 03/11/2022
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Kenneth Redden	**Job Title & Grade:** Attorney-Advisor GS-15
Office/Region and Division: OGC/CRFLO	
Employee's Work Phone: 202-564-4707	**Employee's Work E-mail Address:** redden.kenneth@epa.gov
First-line Supervisor: Ariadne Goerke	**First-line Supervisor's Work Phone:** 202-564-5471
Proposed Start Date: 03/28/2022	**Proposed End Date: (for Medical Telework)** N/A
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):** N/A

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulation s and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: N/A

Employee's Signature: Kenneth Redden	**Date:** 03/11/2022
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Kenneth Redden	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor 905, GS-15
Office/Region and Division: OGC CRFLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave, NW
Employee's Work Phone: (202) 564-4707	**Employee's Work Email Address:** redden.kenneth@epa.gov
Supervisor's Name: Ariadne Goerke	**Supervisor's Work Phone & Email Address:** (202) 564-5471
Proposed Start Date: 05/03/22	**Proposed End Date (for DETO):** N/A

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: KENNETH REDDEN Digitally signed by KENNETH REDDEN Date: 2022.05.02 10:53:16 -04'00'

Supervisor's Signature: ARIADNE GOERKE Digitally signed by ARIADNE GOERKE Date: 2022.05.02 12:20:27 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.12 10:40:36 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Stephanie Rich	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor GS-14 Step 4
Office/Region and Division: OGC CRFLO	**Address of Regular Office or Worksite:** WJCN 1200 Pennsylvania Ave NW Washington DC
Employee's Work Phone: 202-564-4963	**Employee's Work Email Address:** rich.stephanie@epa.gov
Supervisor's Name: Ariadne Goerke	**Supervisor's Work Phone & Email Address:** 202-564-5471 goerke.ariadne@epa.gov
Proposed Start Date: 01/01/23	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: STEPHANIE RICH Digitally signed by STEPHANIE RICH Date: 2022.11.20 18:55:18 -05'00'

Supervisor's Signature: ARIADNE GOERKE Digitally signed by ARIADNE GOERKE Date: 2022.11.22 14:26:38 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.12.03 13:43:01 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: US Environmental Protection Agency	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-905-15
Office/Region and Division: OGC/PTSLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave, DC, 20460
Employee's Work Phone: 202-564-5638	**Employee's Work Email Address:** sadowsky.don@epa.gov
Supervisor's Name: Chris Kaczmarek	**Supervisor's Work Phone & Email Address:** (202) 564-3909
Proposed Start Date: Immediately (renewal)	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Sadowsky, Don Digitally signed by Sadowsky, Don Date: 2022.05.31 09:00:17 -04'00'

Supervisor's Signature: CHRISTOPHER KACZMAREK Digitally signed by CHRISTOPHER KACZMAREK Date: 2022.06.07 12:44:04 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.06.07 13:03:05 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Laura Scalise	**Job Title & Grade:** Patent Attorney Series 1222 Grade 14
Office/Region and Division: Office of General Counsel	
Employee's Work Phone: 202-564-8303	**Employee's Work E-mail Address:** scalise.laura@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** 202-564-0283
Proposed Start Date: April 1, 2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):** none

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm

Description of Portable Work to be performed at Alternate Work Location:

All of my work is portable.

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature:	**Date:**
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Laura Scalise	**Job Title & Grade:** Patent Attorney GS 1222 Grade 14
Office/Region and Division: Office of General Counsel	
Employee's Work Phone: 202-564-8303 Ex. 6 Personal Privacy (PP)	**Employee's Work E-mail Address:** scalise.laura@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** 202-564-0283 and 202-839-0758
Proposed Start Date: April 1, 2022	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):** none

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm
Pay Period Week #2					
Official Worksite					
Alternate Work Location	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm	9:30am-6:00pm

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 03/28/2017

Employee's Signature: /Laura Scalise/	**Date:** 01/16/2022
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Laura Scalise	**Job Title, Pay Plan, Series & Grade:** Patent Attorney series 1222, GS/14
Office/Region and Division: OGC	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave., NW; Washington, DC 20460
Employee's Work Phone: 202-839-1488	**Employee's Work Email Address:** scalise.laura@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** youngblood.charlotte@epa.gov
Proposed Start Date: June 8, 2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Scalise, Laura Digitally signed by Scalise, Laura Date: 2022.06.07 16:40:27 -04'00'

Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.06.15 11:55:55 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.11.02 08:41:39 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Matthew Schwarz	**Job Title & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: Office of General Counsel- General Law Office	
Employee's Work Phone: 202-564-5654	**Employee's Work E-mail Address:** schwarz.matthew@epa.gov
First-line Supervisor: Charlotte Youngblood	**First-line Supervisor's Work Phone:** 202-564-0283
Proposed Start Date: March 28, 2022	**Proposed End Date: (for Medical Telework)** N/A
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP) (personal cell)	**Fax Number of Alternate Work Location (if applicable):** none

Request:

☑ New Request ☐ Annual Recertification ☐ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-5:00PM
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	

Description of Portable Work to be performed at Alternate Work Location:

All current work including work related to information law counseling, privacy counseling, appeals, litigation, intellectual property work, and inter-divisional assignments

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature:	**Date:** 3/14/22
Supervisor's Signature:	**Date:**
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Matthew Schwarz	**Job Title & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: Office of General Counsel- General Law Office	
Employee's Work Phone: 202-564-5654	**Employee's Work E-mail Address:** schwarz.matthew@epa.gov
First-line Supervisor: Charlotte Youngbloos	**First-line Supervisor's Work Phone:** 202-564-0283
Proposed Start Date: March 28, 2022	**Proposed End Date: (for Medical Telework)** N/A
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP) (personal cell)	**Fax Number of Alternate Work Location (if applicable):** none

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-5:00PM
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	8:30AM-6:00PM	

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 3/14/22

Employee's Signature:	**Date:** 3/14/22
Supervisor's Signature:	**Date:**
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Matthew Schwarz	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: OGC/GLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave NW
Employee's Work Phone: 202-564-5654	**Employee's Work Email Address:** schwarz.matthew@epa.gov
Supervisor's Name: Charlotte Youngblood	**Supervisor's Work Phone & Email Address:** 202-564-0283 youngblood.charlotte@epa.gov
Proposed Start Date: 8/28/22	**Proposed End Date (for DETO):** N/A

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: MATTHEW SCHWARZ Digitally signed by MATTHEW SCHWARZ Date: 2022.06.02 14:21:38 -04'00'

Supervisor's Signature: CHARLOTTE YOUNGBLOOD Digitally signed by CHARLOTTE YOUNGBLOOD Date: 2022.06.15 11:53:59 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.11.02 08:38:51 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Andrew Simons	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor GS 15
Office/Region and Division: Office of General Counsel	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave, NW, Washington DC
Employee's Work Phone: 202-564-3649	**Employee's Work Email Address:** simons.andrew@epa.gov
Supervisor's Name: Jen Lewis	**Supervisor's Work Phone & Email Address:** 202-564-2097; lewis.jen@epa.gov
Proposed Start Date: 10/23/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: ANDREW SIMONS Digitally signed by ANDREW SIMONS Date: 2022.10.18 17:10:24 -04'00'

Supervisor's Signature: JENNIFER LEWIS Digitally signed by JENNIFER LEWIS Date: 2022.10.24 16:45:58 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.11.02 08:32:45 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA

Appendix D – Remote Work Agreement

Employee's Name: Erik Swenson	**Job Title, Pay Plan, Series & Grade:** Attorney Advisor GS-14
Office/Region and Division: EPA OGC SWERLO	**Address of Regular Office or Worksite:** 1200 Penn. Ave. NW Washington DC 20004
Employee's Work Phone: 202-564-7252	**Employee's Work Email Address:** swenson.erik@epa.gov
Supervisor's Name: Jen Lewis	**Supervisor's Work Phone & Email Address:** 202-564-2097 lewis.jen@epa.gov
Proposed Start Date: 04/24/22	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(**Supervisor:** Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by **management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy** and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: ERIK SWENSON Digitally signed by ERIK SWENSON Date: 2022.05.02 11:20:22 -04'00'

Supervisor's Signature: JENNIFER LEWIS Digitally signed by JENNIFER LEWIS Date: 2022.05.02 14:08:19 -04'00'

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.12 16:10:59 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Elizabeth Thaler	**Job Title & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: OGC/PTSLO	
Employee's Work Phone: 202-564-1608	**Employee's Work E-mail Address:** thaler.elizabeth@epa.gov
First-line Supervisor: Chris Kaczmarek	**First-line Supervisor's Work Phone:** 202-564-3909
Proposed Start Date: 03/28/22	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	Maxiflex (usu. 8:30-5:15)	Maxiflex (usu. 8:30-5:30)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:15)
Pay Period Week #2					
Official Worksite					
Alternate Work Location	Maxiflex (usu. 8:30-5:15)	Maxiflex (usu. 8:30-5:30)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:15)

Description of Portable Work to be performed at Alternate Work Location:

Legal review/research/analysis, attending meetings, advising clients. See attached Remote Work Eligibility statement.

Approval/Disapproval (attach additional documentation, if needed):

☐ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Elizabeth Thaler	**Date:** 3/17/22
Supervisor's Signature:	**Date:** 3/17/22
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Elizabeth Thaler	**Job Title & Grade:** Attorney-Advisor, GS-14
Office/Region and Division: OGC/PTSLO	
Employee's Work Phone: 202-564-1608	**Employee's Work E-mail Address:** thaler.elizabeth@epa.gov
First-line Supervisor: Chris Kaczmarek	**First-line Supervisor's Work Phone:** 202-564-3909
Proposed Start Date: 3/28/22	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	Maxiflex (usu. 8:30-5:15)	Maxiflex (usu. 8:30-5:30)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:15)
Pay Period Week #2					
Official Worksite					
Alternate Work Location	Maxiflex (usu. 8:30-5:15)	Maxiflex (usu. 8:30-5:30)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:00)	Maxiflex (usu. 8:30-5:15)

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 2/28/17

Employee's Signature: Elizabeth Thaler	**Date:** 3/17/22
Supervisor's Signature:	**Date:** 3/17/22
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Elizabeth Thaler	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-0905-14
Office/Region and Division: OGC/PTSLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave. NW, Washington DC
Employee's Work Phone: 202-564-1608	**Employee's Work Email Address:** thaler.elizabeth@epa.gov
Supervisor's Name: Chris Kaczmarek	**Supervisor's Work Phone & Email Address:** 202-564-3909 kaczmarek.chris@epa.gov
Proposed Start Date: 6/6/22 (continuation of existing full-time telework agreement starting 3/28/22)	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: ELIZABETH THALER Digitally signed by ELIZABETH THALER Date: 2022.06.01 18:01:28 -04'00'

Supervisor's Signature: CHRISTOPHER KACZMAREK Digitally signed by CHRISTOPHER KACZMAREK Date: 2022.06.07 12:44:35 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.06.07 13:03:48 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Michael Thrift	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: OGC ARLO	**Address of Regular Office or Worksite:** 1200 Pennsylvania Ave, NW, Washington DC 20460
Employee's Work Phone: 202-564-8852	**Employee's Work Email Address:** thrift.mike@epa.gov
Supervisor's Name: Gautam Srinivasan	**Supervisor's Work Phone & Email Address:** 202-564-5647, srinivasan.gautam@epa.gov
Proposed Start Date: 1/1/2023	**Proposed End Date (for DETO):** n/a

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: MICHAEL THRIFT Digitally signed by MICHAEL THRIFT Date: 2023.01.25 14:36:16 -08'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2023.01.30 09:05:49 -05'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2023.02.06 10:02:11 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Kaytrue Ting Staley	**Job Title & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: OGC ARLO	
Employee's Work Phone: 202-564-6380	**Employee's Work E-mail Address:** ting.kaytrue@epa.gov
First-line Supervisor: Gautam Srinivasan	**First-line Supervisor's Work Phone:** 202-695-6287
Proposed Start Date: 10/27/2021	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	**Fax Number of Alternate Work Location (if applicable):**

Request:

☐ New Request ☐ Annual Recertification ☑ Request for Modification to Existing Agreement

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☑ **Full-time**

If Regular Telework, Number of days per week:_____ or number of days per pay period:_____

☐ If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).

Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	8	8	8	8	8
Pay Period Week #2					
Official Worksite					
Alternate Work Location	8	8	8	8	8

Description of Portable Work to be performed at Alternate Work Location:

Meetings via Teams and conference calls, reviewing FR notices and litigation briefs, counseling and briefing Regional and HQ clients on CAA matters

Approval/Disapproval (attach additional documentation, if needed):

☑ Approved ☐ Approved with Modifications (cite reason(s) and modification below) ☐ Disapproved (cite reason(s) below)

Employee's Signature: Kaytrue Ting Staley	**Date:** 12/9/2021
Supervisor's Signature: Gautam Srinivasan	**Date:** 12/9/2021
DAA/DRA (or designee Signature (For Full-time Telework):	**Date:**

NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name:	**Job Title & Grade:**
Office/Region and Division:	
Employee's Work Phone:	**Employee's Work E-mail Address:**
First-line Supervisor:	**First-line Supervisor's Work Phone:**
Proposed Start Date:	**Proposed End Date: (for Medical Telework)**
Address of Alternate Work Location (Including city, state and zip code):	
Phone Number of Alternate Work Location:	**Fax Number of Alternate Work Location (if applicable):**

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement: ☐ **Regular** ☐ **Episodic** ☐ **Medical** ☐ **Full-time**

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location					
Pay Period Week #2					
Official Worksite					
Alternate Work Location					

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;
- The employee has been employed at the EPA for at least a reasonable "orientation" period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider pervious federal service, if any, length and

nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);
- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and

- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;
3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's

failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full- time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or tem1inated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will

be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training
Employee completed required telework training (attached certificate of completion.) Date: 11/19/2021

Employee's Signature: Kaytrue Ting Staley	**Date:** 12/9/2021
Supervisor's Signature: Gautam Srinivasan	**Date:** 12/9/2021
DAA/DRA (or designee) Signature (For Full-time Telework):	**Date:**

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix D – Remote Work Agreement

Employee's Name: Kaytrue Ting Staley	**Job Title, Pay Plan, Series & Grade:** Attorney-Advisor, GS-15
Office/Region and Division: OGC ARLO	**Address of Regular Office or Worksite:** WJC North
Employee's Work Phone: 202-564-6380	**Employee's Work Email Address:** ting.kaytrue@epa.gov
Supervisor's Name: Matthew Marks	**Supervisor's Work Phone & Email Address:** 202-564-3276, marks.matthew@epa.gov
Proposed Start Date: 6/29/2022	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☐ Yes ☑ No

(**Supervisor:** Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by **management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy** and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Kaytrue Ting Staley Digitally signed by Kaytrue Ting Staley Date: 2022.06.29 15:07:20 -04'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.10.05 16:38:59 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.11.08 17:06:17 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Paul R Versace	**Job Title, Pay Plan, Series & Grade:** Attorney/Adviser
Office/Region and Division: OGC/ARLO	**Address of Regular Office or Worksite:** 1200 Penn. Ave., Washington, DC 20460
Employee's Work Phone: 202-564-0219	**Employee's Work Email Address:** versace.paul@epa.gov
Supervisor's Name: Matthew Marks	**Supervisor's Work Phone & Email Address:** 202-564-3276
Proposed Start Date: Recertification Full Time Flexiplace	**Proposed End Date (for DETO):**

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(**Supervisor:** Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☐ No

Request:

Select one: ☐ New Request ☑ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by **management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy** and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Annual recertification

Employee's Signature: Paul R. Versace Digitally signed by Paul R. Versace Date: 2022.05.03 04:51:31 -04'00'

Supervisor's Signature: MATTHEW MARKS Digitally signed by MATTHEW MARKS Date: 2022.05.03 08:24:43 -04'00'

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.10 08:57:23 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAR 08 2016

OFFICE OF
GENERAL COUNSEL

MEMORANDUM

SUBJECT: Request for Approval of Full-Time Telework for Paul Versace

FROM: Lorie J. Schmidt
Associate General Counsel

TO: Kevin S. Minoli
Principal Deputy General Counsel

In accordance with Article 54, Section 9 of the collective bargaining agreement (MCBA), I recommend that you approve Paul R Versace to work a full time telework schedule within the Washington, DC, local commuting area. His Alternative Work Location would be his residence (b) (6) [redacted] as set forth in the attached Telework Agreement and as may be modified by mutual agreement between Paul and management of the Air and Radiation Law Office (ARLO).

Paul meets the requirements for full-time telework and agrees to return to the official worksite in Washington, DC, pursuant to recall procedures in the MCBA. In addition, Paul has agreed to come into the office approximately once a month to attend an ARLO staff meeting. Paul's current schedule has him working four regular flexiplace days a pay period, and, since the fall of 2010, Paul has been approved to work from home the significant majority of the time through a combination of regular and episodic flexiplace. In that time, Paul has demonstrated that he is fully able to perform all of his duties effectively from the remote location without diminishing the Agency's ability to accomplish its mission and meet its operational goals, and Paul has consistently come to the DC headquarters office when needed. In fact, in the time Paul has worked predominantly from home, he has been rated outstanding. Finally, Paul consistently makes himself available at times outside of his regular work schedule to accommodate the needs of his clients, particularly those on the west coast.

All of Paul's work is portable, and his position requires minimal in-person interface with management officials and other employees. Much of his work is legal research and writing, and editing or reviewing documents – all of which can be done from a remote location. He also spends a lot of time in meetings or discussions with clients, but he has demonstrated that he can effectively participate in such meetings and communicate with his clients via telephone and computer, and he has demonstrated good judgment about when his physical presence in a meeting is important. In fact, the significant majority of Paul's clients are located in North

Carolina and the Regions, and that work is necessarily conducted via phone or computer rather than in person. He can communicate and work effectively with these clients regardless of whether he is in Washington or his home office. Although the Assistant Administrator for Air and Radiation (OAR) and other OAR senior managers are in Washington, DC, Paul does not meet frequently with them, and most meetings use audio and video teleconferencing equipment because most of the OAR staff are not located in Washington. Paul has effectively participated in meetings with the Acting Assistant Administrator and other OAR senior managers from his home office. He also effectively participates in meetings in ARLO and OGC by phone as well. In addition, while most of his assistance law practice clients are in Washington, D.C., Paul's assistance law work is a small portion of his FTE and he has reached out to those clients over the last few years to ensure they knew his schedule and that he is willing to come in to the office as needed. Paul's longstanding relationships with his clients and colleagues also minimize the need for in-person meetings. Paul has demonstrated that he can perform his work from a remote location with equal effectiveness with respect to quality, timeliness, and customer service to the work he performed in the Washington, DC office. In fact, Paul is more available and effective when he works from his alternative work location because he can work during the times he would otherwise be commuting.

Paul's primary clients are supportive of this arrangement and do not believe it will impair his ability to continue to provide high quality legal services to them. They expressed a high level of satisfaction with Paul's availability and responsiveness in the past when he was teleworking, and they had no qualms about his continued ability to provide a high level of client service while teleworking. One client said that he would have never known that Paul was teleworking extensively if I had not told him. Paul has fifteen years of experience as an EPA attorney and he has been working as a Clean Air Act attorney for over ten years. Paul provides critical institutional knowledge of the air toxics program, redesignations actions, implementation of the national ambient air quality standards, and several grant programs, among other things. His extensive background in these areas allows him to operate very efficiently. He also helps other attorneys be more efficient because he regularly provides advice on others' projects.

Paul has a track record of meeting his performance plan objectives and working without close supervision. He has teleworked for a significant percent of time for many years, and has always provided high quality legal work and a high level of customer service. He is a senior and experienced attorney; he provides invaluable institutional knowledge. He works independently, but involves his managers when appropriate. He has received outstanding ratings for as long as I have managed him. Finally the technology needed to perform his duties is already available to him and fully functional. Paul understands that, during the time period for which he is approved to telework fulltime, OGC will provide him space in the EPA building when he comes to the office to work, but that this space will probably be a cubicle or hoteling space rather than a permanent, personal office.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Roberta White	**Job Title & Grade:** Government Information Specialist
AAship/Region and Division: OGC/NFO	**Address of Official Agency Worksite:** 1200 Pennsylvania Avenue, NW
Employee's Work Phone: 202/566-0631	**Employee's Work E-mail Address:** white.roberta@epa.gov
First-line Supervisor: Timothy Epp	**First-line Supervisor's Work Phone:** 202/564-2830
Proposed Start Date: 3/25/2022	**If Temporary, Proposed End Date:**

Address of Remote Work Location (Including city, state and zip code):
Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:
☑ Yes
☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number: Ex. 6 Personal Privacy (PP)	**Alternate Phone Number (if available):** 202/566-0631

Request:

Check one: ☑ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☑ Remote Work Training taken on _____ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals: I can and have been doing all of my work full time in a remote work capacity and given an award for the work I have been able to do remotely for the past two years. I have a laptop, printer, fax machine, copy paper, pens, and all the tools/materials I need to do my job effectively.	
Approval/Disapproval (attach documentation): ☐ Approved ☐ Disapproved (cite reason(s) below)	
Employee's Signature: Roberta White Digitally signed by ROBERTA WHITE Date: 2022.03.25 11:43:27 -04'00'	**Date:**
Supervisor's Signature: Digitally signed by TIMOTHY EPP Date: 2022.04.13 08:05:26 -04'00'	**Date:**
AA/RA (or designee) Signature: ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.04.14 08:46:40 -04'00'	**Date:**
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D – Remote Work Agreement

Employee's Name: Avital Zemel	**Job Title, Pay Plan, Series & Grade:** Attorney-Adviser/GS-905-15
Office/Region and Division: OGC-CRFLO	**Address of Regular Office or Worksite:** Reagan Building, Room 61292, Washington DC
Employee's Work Phone: 202-564-4708	**Employee's Work Email Address:** zemel.avital@epa.gov
Supervisor's Name: Ariadne Goerke	**Supervisor's Work Phone & Email Address:** 202-564-5471 & goerke.ariadne@epa.gov
Proposed Start Date: 5/5/2022	**Proposed End Date (for DETO):** n/a

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☑ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement (DETO): ☐ Yes ☑ No

Request:

Select one: ☑ New Request ☐ Request for Modification to Existing Agreement [ ]

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☑ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: Zemel, Avital Digitally signed by Zemel, Avital Date: 2022.05.02 07:16:17 -04'00'

Supervisor's Signature: Goerke, Ariadne Digitally signed by Goerke, Ariadne Date: 2022.05.05 12:07:19 -04'00'

EPA Form 3181-7 March 8, 2022
(updated 4/2022)

Approval Official or Designee's Signature:	ELISE PACKARD Digitally signed by ELISE PACKARD Date: 2022.05.17 14:21:06 -04'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.