NCBA-1
Senior Environmental Employment (SEE) Program
1220 L STREET NW, SUITE 800 WASHINGTON DC 20005
Phone: (202) 637-8400 • Fax: (202) 347-0895

Telework/Telecommuting Agreement for SEE Program Enrollees

For: _____
ENROLLEE NAME

The Enrollee's Official EPA work location is: _____

The Enrollee's Primary Residence which will serve as the alternate work location is:

_____

All conditions set forth in the *NCBA Telework/Telecommuting Policy* are hereby incorporated into this Telework/Telecommuting Agreement. The Enrollee agrees to adhere to the *NCBA Telework/*Telecommuting *Policy.*

Telework/Telecommuting Requirements:

- The Enrollee's work must lend itself to a telework/telecommuting work arrangement and be portable, which means that the work can be performed effectively outside the office considering quality, quantity, timeliness, customer service and other aspects of accomplishing EPA's mission.
- The Enrollee must follow the **NCBA** established procedures for taking leave, scheduled hours of work, obtaining advance approval for overtime, and lunch breaks. Normally, the maximum amount of time spent in telework/telecommuting may not **exceed** four days per pay period. However, there are no restrictions at this time.
- NCBA and EPA are not liable for damages to an Enrollee's personal or real property at his/her alternate work location.
- NCBA and the EPA are not responsible for operating costs, home maintenance, utilities or any other costs associated with the use of the Enrollee's alternate work location. The Enrollee who provides his/her own equipment is responsible for installing, servicing, and maintaining it.
- The Enrollee working under an approved Telework/Telecommuting Agreement is responsible for business-related long distance and toll phone charges on his/her personal telephone.
- Copying of work-related materials, facsimile of documents, express mail, etc. required because of telework/telecommuting must be performed in EPA facilities with EPA equipment. The EPA will provide necessary miscellaneous supplies that are regularly available at the Agency (such as paper, pens, envelopes, tape, staples, etc.).
- The Enrollee is responsible for properly caring for, protecting, handling, utilizing, and conserving EPA and NCBA property, including equipment, assigned for their use within or away from an EPA facility. Enrollees must store EPA and NCBA property in a locked space or a secure

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manner to deter theft when not in the Enrollee's possession.

- The Enrollee must immediately report any damage, loss, or theft of EPA or NCBA property to the Monitor and NCBA.
- Enrollees must ensure that EPA property is returned to the Primary or Alternate Monitor when it is no longer needed.
- Any accident or injury occurring at the alternate work location must be brought to the immediate attention of NCBA and the Monitor.
- The Enrollee must complete the "Enrollee Self-Certification Safety Checklist," which identifies significant safety standards that must be met and submit it through the Monitor to NCBA along with the other required telework/telecommuting documentation prior to participating in the Telework/Telecommuting Program.
- The Enrollee will communicate as needed with his/her Monitor to receive assignments, complete all work as instructed and have completed work reviewed in accordance with the Monitor's instructions.
- All telework/telecommuting arrangements are on an at-will basis. The agreement may be terminated at any time by the enrollee, EPA or NCBA.
- The Enrollee agrees to perform his/her officially assigned duties at either the official work location or the alternate work location. Failure to comply with this provision may result in termination of participation in the telework/telecommuting program, or other action, as warranted, based on the situation.
- The Enrollee agrees not to conduct unauthorized personal business **(e.g.,** dependent care, home repairs, real estate transactions) while at work at the official or alternate work location. The Enrollee agrees to arrange for any personal responsibilities in a manner that allows him/her to successfully meet job responsibilities.
- The Enrollee and the Monitor agree to complete the "Annual Recertification of Enrollee Eligibility to Continue in the Telework/Telecommuting Program."

Telework/Telecommuting Records Management and Information Security:

- Enrollees are required to comply with EPA and NCBA established guidelines on using

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records or duplicating records when working under a telework/telecommuting work agreement.

- Any official record removed for telework/telecommuting assignments remains the property of EPA. Additionally, any official record that is generated from a telework/telecommuting assignment and location becomes the property of EPA.
- Enrollees must obtain Monitor approval prior to taking official records to a telework/telecommuting location. All official records that are moved from an office location to a telework/telecommuting location will be documented in compliance with applicable charge out procedures and requirements.
- Appropriate administrative, technical, and physical safeguards must be in place to assure the security and confidentiality of records and information, whether in hard copy or electronic. Confidential Business Information (CBI) and Personally Identifiable Information (PII) may NOT be removed from the office to a telework/telecommuting location.

I have read this Telecommuting Work Agreement and the NCBA Telework-Telecommuting Policy and Program document and I agree to adhere to the terms set forth in these documents.

Enrollee's Signature: _____ *Date:* _____

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Telework/Telecommuting Request for SEE Program Enrollees

Enrollee Name: _____

Official EPA Work Location: _____

_____

_____

Enrollee's Primary Residence which will serve as the Alternate Work Location
(Specific Address): _____

_____

_____

EPA Monitor making request: _____
(Monitor Name & Phone #)

1. **Type of Telework/Telecommuting Requested:**

Regular_____ Episodic* _____ Unscheduled _____ Field Work_____ Other_____

**Episodic telework/telecommuting includes, but is not limited to, work on short-term projects and in response to inclement weather and restrictions on access to Federal facilities. This could include unscheduled telework telecommuting that would need the Monitor's advance approval on a case by case and episode by episode basis.*

2. **Reason for Request:**

3. **Schedule Requested*:**

**A predetermined telework/telecommuting schedule is being requested, list the specific telework/telecommuting days and hours requested on the following chart:*

Telework/Telecommuting Schedule:

When a predetermined telework/telecommuting schedule is being established, the work schedule must be agreed upon by the Monitor and the Enrollee and the beginning and ending times for work on

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telework/telecommuting days must be listed in the following chart:

Week 1:		***Week 2:***	
Monday		**Monday**	
Begin:	End:	Begin:	End:
Tuesday		**Tuesday**	
Begin:	End:	Begin:	End:
Wednesday		**Wednesday**	
Begin:	End:	Begin:	End:
Thursday		**Thursday**	
Begin:	End:	Begin:	End:
Friday		**Friday**	
Begin:	End:	Begin:	End:

Enrollee Signature: _____ *EPA concurs with the participation of this Enrollee in a Telework/Telecommuting Work Arrangement.*	Date:
SEE Monitor Signature: _____ *Monitor has received their first line supervisors written justification and approval for Telework?*	Yes or No *(circle one)* Date:
SEE Coordinator Signature: _____ *If Enrollee Telework is above 80% of regular schedule, has the Coordinator received SRO approval?*	Yes or No *(circle one)* Date:

NCBA Only: *circle one*	
Approved	Disapproved
Reason for Disapproval:	

NCBA/SEE Program Director Signature: _____ *Date:* _____