IMCOM TELEWORK SCHEDULE
EMPLOYEE - MANAGEMENT CONTRACT AGREEMENT

For use of this form, see IMCOM Regulation 690-610; proponent is the G1

The following constitutes the terms and conditions of the Telework Agreement between employee and supervisor

SECTION I - EMPLOYEE INFORMATION

a. Name: (Last, First, MI.)	b. Job Title:
Doe, John	Organizational Resources Specialist
c. Pay Plan, Series, Grade:	**d. Organization:**
GS-0301-09	USAG-Miami/DHR
e. Telephone Number:	**f. E-mail:**
305-437-XXX	john.doe.civ@mail.mil

g. Employee's Official duty station for such purposes as special salary rates, locality pay adjustments and travel is:

USAG-Miami

The official duty station address corresponds to that on the employee's most recent SF 50, Notification of Personnel Action

SECTION II - ALTERNATE WORK SITE

a. Telework duty station address (street, city, state, zip code) and phone number: Personal Residence ☒ Yes ☐ No

Home Address

b. Employee alternate work site address (street, city, state, zip code): (*if applicable*)

SECTION III - AGREEMENT

1. The above mentioned employee volunteers to participate in the Telework Program and to adhere to the applicable policies, guidelines and procedures. The supervisor concurs with employee participation and agrees to adhere to applicable policies, guidelines and procedures.

2. The employee is approved to work at the alternate work-site specified in Section II according to the work schedule indicated in Section IV.

3. Participation in the program will begin and end on the dates indicated in Section IV unless unforeseeable difficulties require earlier termination.

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4. Changes to the Telework Agreement: Employee must be available to work at the traditional work-site on telework days on an occasional basis, if necessary to meet work requirements. A request by the employee to change their scheduled telework day in a particular week or bi-weekly pay period will be accommodated by the supervisor whenever possible and consistent with mission requirements. A permanent change in the telework arrangement requires completing a new telework agreement.

5. Work-at-home: The employee is responsible to ensure that a proper work environment is maintained while working in a telework capacity by adhering to the following:

a. The employee is required to designate one area in the home as the official work-site or office area that is suitable for the performance of official government business. The government's potential liability is restricted to this office work or office area for the purpose of telework.

b. The employee will complete and sign the Safety Checklist (IMCOM Form 1-E) that proclaims the home as safe for an official home work-site and to ensure that the environment allows tasks to be performed safely. The checklist must be completed within 5-working days from telework approval.

c. Employee agrees to permit access to the home work-site by agency representatives as required, during normal duty-hours, to ensure proper maintenance of government-owned property, safety standards and to ensure compliance with the terms of the telework agreement.

d. The government is not responsible for any operating costs that are associated with the employee using their personal residence as an alternate work-site, including home maintenance, insurance or utilities.

6. Time and Attendance and Overtime: The supervisor agrees to certify bi-weekly the time and attendance for hours worked at the regular office and the alternate workplace and to make sure the employee's timekeeper has a copy of the employee's work schedule.

7. Work Performance: Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee's performance plan. A decline in the employee's performance may be grounds to terminate the alternative-workplace arrangement.

8. Emergency Dismissal or Closing: Employee will continue to work at the alternative work-site during emergency closures on the employee's regularly-scheduled telework day. Employee is required to work at the alternate work-site during emergency closures even if that day is not a regular telework day or a day with specific approval for an ad hoc telework.

9. Security and Equipment:

a. No classified documents (hard copy or electronic) may be taken to employee's alternate work-site. Sensitive unclassified material, to include Privacy Act and For Official Use Only (FOUO) data or documents, may be used by teleworkers on government-furnished equipment.

b. Employee is responsible for the security of all official data and for the protection of any government-furnished equipment and property at the alternate work-site.

c. Common Access Card (CAC) reader will be used for government official duties only.

d. The organization is responsible for the maintenance of the CAC reader. Employee agrees to bring the CAC reader into the office for maintenance. Employee will return the CAC reader and materials to the organization at the conclusion of the telework arrangement or at the supervisor's request.

10. Liability: The government is not liable for damages to employee's personal or real property while the employee is working at the approved alternate work-site, except to the extent the government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

11. Injury Compensation: The employee is covered under the Federal Employees Compensation Act when injured or suffering from work-related illnesses while conducting official government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternate work-site while performing official duties and to complete the required form.

12. Standards of Conduct: Employee continues to be bound by the DoD standards of conduct while working at the alternate work-site and when using government-furnished equipment.

13. Termination of the Telework Agreement: Either the employee or the supervisor can terminate this telework agreement at will. Management will terminate this telework agreement if the employee's performance does not meet the prescribed standard or the telework arrangement fails to meet the needs of the organization.

14. Disclosure: The employee agrees to protect government records from unauthorized disclosure or damage and will comply will comply with requirements of the Privacy Act of 1974, 5 USC 552(a).

SECTION IV - TELEWORK SCHEDULE

a. Telework Start Date:	Jan 12, 2021	b. Telework Stop Date:	Until Notified

c. The employee's work schedule is approved as indicated in the blocks below.

DAY	WEEK 1*	DUTY HOURS	WEEK 2*	DUTY HOURS
Monday	Office	0630-1530	Office	0630-1530
Tuesday	Telework	0700-1600	Telework	0700-1600
Wednesday	Office	0630-1530	Office	0630-1530
Thursday	Telework	0700-1600	Telework	0700-1600
Friday	Office	0630-1530	Office	0630-1530

* The supervisor will identify whether the workday is a regular work day (traditional work-site), a telework day, or a regular day off (RDO) and if the employee is also participating in the Compressed Work Schedule (CWS) Program. Duty hours should be reflective of the number of hours the employee is required to work for their 80-hour bi-weekly pay period.

SECTION V - WORK SCHEDULE COMMENTS

SECTION VI - EMPLOYEE SIGNATURE

By signing this agreement, the employee certifies that s(he) has read the terms of this agreement and agrees to follow the policies and procedures outlined and other policies and procedures as applicable.

Signature	Date

SECTION VII - SUPERVISOR SIGNATURE

By signing this agreement, the immediate supervisor of the employee certifies the position of the employee is suitable for telework and the employee is eligible for telework..

Signature	Date

SECTION VIII - RESPONSIBLE OFFICIAL SIGNATURE

The application and agreement is approved as written.

Signature	Date

The supervisor, employee and timekeeper must each keep a copy of this agreement for reference.