**COMPUTERCRAFT CORPORATION**

**AD HOC REGULAR TELEWORK PROCESS**

Telework can be an effective tool for increasing workplace productivity while improving the quality of employee work–life balance and morale. It can provide employees a space to concentrate without noise and interruption, allow for greater flexibility with family and home arrangements, and promote efficient use of office space. However, telework is also a privilege that comes with greater work-related autonomy and responsibility, and it may not be an appropriate arrangement for all employees. This document will help you assess whether you are a good candidate for telework; guide you through the steps of obtaining approval for telework so that arrangements are smooth for you, your manager, your colleagues, and your family; and explain some of your responsibilities when teleworking. This document focuses on *ad hoc regular* telework, which is scheduled on a consistent, recurring basis.

Whether or not to approve a request for ad hoc regular telework is in the sole discretion of Computercraft. Even an employee who meets the basic eligibility requirements may not be approved for telework if Computercraft determines, in its discretion, that the employee is not a good candidate or that ad hoc regular telework would not promote the needs of the organization. Further, after approval of an ad hoc regular telework arrangement, Computercraft may terminate the arrangement at any time, with or without cause or notice, in its sole discretion. Telework agreements and arrangements will be reviewed on an annual basis, or as needed in the case of changes to performance or work responsibilities.

**Note:** Employees with approval for *ad hoc regular* telework may also perform *ad hoc* telework, as-needed telework under circumstances that are not re-occurring. Situations in which such ad hoc teleworking may be appropriate include inclement weather conditions, a traffic-related emergency, the employee’s personal or home emergency, business travel, or unique circumstances that prevent the employee from coming to work for several days or weeks.

**COMPLETE TELEWORK SELF-ASSESSMENT**

Many people derive significant benefits from telework, but it is not ideal for everyone. Some people who telework may be unable to avoid household distractions and temptations or may feel bored and isolated. Further, teleworking can strain relationships with managers and colleagues and hinder progress on tasks requiring collaboration. Here are some questions for you and your manager to consider in determining whether telework is appropriate in your situation:

1. Can your job be accomplished without routine face-to-face contact with customers and co-workers?
2. Can your work results be measured?
3. Do you and your manager have a positive working relationship, and do you regularly keep your manager informed about the status of your work?
4. Do you enjoy working alone for long stretches of time? Are you comfortable without regular face-to-face contact with colleagues and managers? Do you maintain interest in and attention to work when faced with routine events and surroundings?
5. Are you a self-sufficient and independent person able to make decisions on your own? Can you do your job well without the structure provided in an office setting? Do you feel good about your achievements, even when you do not get immediate recognition for them?
6. Do you have self-discipline, are you able to draw boundaries between your work and your personal life, and can you arrange personal responsibilities so you will not be disturbed during work hours?
7. Are you highly motivated, not easily distracted, and able to keep personal commitments?
8. Do you have good oral and written communication skills, and do you take responsibility for the communication you need to make your work successful?
9. Are you comfortable using computers and have a good understanding of most new technology?
10. Do you have a safe, private, and quiet place at home in which to work with ample space for a desk and equipment, sufficient electrical capability, and reliable and secure high-speed internet access?
11. Will you be able to set and maintain clear boundaries and guidelines with family members and/or housemates?

If you answered “Yes” to these questions, you may be a good candidate for telework. Follow the guidance below to establish an agreement for ad hoc regular telework.

**CONFIRM YOUR ELIGIBILITY**

To be eligible for ad hoc regular telework, you must have completed your initial on-the-job training, have been continuously employed by Computercraft for at least 3 months, have received at least “Meets Expectations” across all categories in your most recent performance evaluation, and not have any current performance issues. If you are eligible for ad hoc regular telework, Computercraft will determine, in its sole discretion, whether or not to approve your request depending on its assessment of your candidacy for telework and the needs of the organization.

**OBTAIN APPROVALS**

* The employee initiates discussion with his or her onsite CC Manager to confirm that he or she is eligible for ad hoc regular telework.
* The employee completes the **CC Ad Hoc Regular Telework Proposal—Template**. (Also see **CC Ad Hoc Regular Telework Proposal—Sample**.)
* The employee emails the **CC Ad Hoc Regular Telework Proposal** to his or her onsite CC Manager for review and copies his or her NCBI Team Lead.
* The onsite CC Manager discusses the proposal with the employee in conjunction with the NCBI Team Lead, requesting additional information or modifications to the Proposal as necessary. The manager informs the employee whether the telework request has been approved and provides the details of the approved arrangement.
* If the Proposal (with or without modification) is approved, the onsite CC Manager completes and signs the **CC Ad Hoc Regular Telework Agreement—Template** and provides it (along with the **CC Ad Hoc Regular Telework Proposal**, with any agreed-upon modifications) to the employee, who reviews and signs it.
* The onsite CC Manager emails the executed copy of the **CC Ad Hoc Regular Telework Proposal** and **CC Ad Hoc Regular Telework Agreement** to the employee and the Human Resources department for record keeping and informs the NCBI Team Lead that the employee is approved for regular telework.

**GET SET UP WITH NCBI SYSTEMS STAFF**

Consult with your onsite CC Manager and NCBI Team Lead on the steps required to get your computer and phone set up for telework. Typically, this will involve working with NCBI Systems staff to make sure your computer and phone are properly configured. You are responsible for providing and maintaining the equipment needed for telework.

**FOLLOW PROTOCOLS FOR TELEWORKING**

Follow the protocols established in the Ad Hoc Regular Telework Agreement. Some of the requirements include the following. Please note that specific groups may have slightly different protocols – please confirm with your manager on details:

* Report all ad hoc telework of 4+ hours and all regular telework of 2+ hours in the employee portal’s Request Time Off system. If telework is unplanned—for example, due to inclement weather, Government closing, or sickness—report the telework retroactively. (The only individuals exempted from reporting telework days in the system are those who telework exclusively.)
* Email the onsite CC Manager and NCBI Team Lead at the beginning of each day to notify them that you are starting work.
* Email the onsite CC Manager and NCBI Team Lead at the end of each day to notify them that you are ending work, and include a Daily Telework Report (see **CC Daily Telework Report—Sample**). In your report, include the total hours worked, the times you logged in and logged out for the day, the times you took breaks, and the tasks you worked on. In the e-mail subject line, title the report using your name and date (e.g., “John Smith: Telework Report 9/18/18”) so that managers will be able to set up auto-file rules. Be as specific as possible without the effort becoming cumbersome. The level of detail possible and reasonable may depend on the nature of your work.