

# USNA AcYear 20-21

## Telework Guidance for Supervisors

This document is designed to assist all supervisors with decision making when it comes to mission continuity as it relates to telework, return to work policies, and other relevant topics.

### ***We are returning to the Yard: Can/should my employees continue to work remotely?***

As USNA begins the reopening process, there are a few key components that must be considered before your employee is approved to continue remote work through the 2020-2021 Academic Year.

#### **1. Telework Eligibility**

Employees should understand that participation in telework is not a "right." It is based upon sound business and performance management principles. Performance management is essential for the success of the telework program and should be heavily considered in the decision making process. Participation may also be limited due to the duties of the position. Some, but not all, positions are conducive to telework. Section 6502(b)(4) of [the Telework Enhancement Act](#) states that telework participation does "not apply to any employee of the agency whose official duties require on a daily basis (every work day) (A) direct handling of secure materials determined to be inappropriate for telework by the agency head; or (B) on-site activity that cannot be handled remotely or at an alternate worksite."

Supervisors determine eligibility for telework for both the position and the employee based on mission requirements, employee performance, and the needs of the work unit. It is important to remember that supervisors must take IT remote access capacity and equipment into consideration when making telework determinations, as these limitations may compromise mission requirements.

An employee can check to see if they are eligible for telework on MyBiz+ using the position details feature. Given the unique circumstances surrounding COVID-19, telework eligibility codes are not required to be updated prior to initiating a telework agreement.

Further information regarding telework eligibility can be found here: [Telework.gov](https://www.telework.gov)

## 2. Telework Status Options

Assuming your employee's position is eligible for telework, it is important to remember there are two general types of telework: regular and situational.

**Regular telework** is also referred to as recurring telework, because it occurs on a regularly scheduled basis. It is defined as occurring at least once in each two-week pay period and requires a formal telework agreement ([DD Form 2946](#)). When recording their time in SLDCADA, employees will select TW (for "telework regular") under the EHZ section and select RG in the THC section

**Situational telework** is also referred to as ad hoc telework as it occurs on a non-routine basis. Employees may engage in ad hoc telework for various reasons. Some include special assignments, for example, during emergencies such as COVID-19, matters of national security, inclement weather conditions, or in conjunction with leave. When recording their time in SLDCADA, employees will select TS (for "telework situational") under the EHZ section and select RG in the THC section. This option will require a formal telework agreement as well.

All completed telework agreements can be submitted to Human Resources at [usna-telework-group@usna.edu](mailto:usna-telework-group@usna.edu). Supervisors have been provided direction to withhold PII from the form in order to enable electronic submission.

## 3. Frequency of Telework

As we prepare to return to The Yard, will your employee be participating in telework full time, part time, or one day a week?

Please communicate with your employees regarding their situation to determine their continued telework arrangement on a case by case basis. When making your decision regarding employee participation in telework, consider their use for telework, leave options, and other workplace flexibilities. For example, most jobs include some duties that are considered "portable" in that they generally can be performed at any location while others will require the employee to be on site.

At this time, the Brigade is nearly reconstituted on the Yard, therefore many functions which were originally eligible for 100% telework (including self-development) may now only be eligible for part time telework. First line supervisors may approve ½ time telework requests (20 hours per week) and Cost Center Heads are the approval authority for full time telework during the COVID-19 mitigation period. Where possible, supervisors may implement blue/gold shifts which alternate office presence every other day or every other week.

#### 4. Reason for Telework

Due to COVID19, we understand that there are a list of unexpected inconveniences that make it hard, and in some cases impossible, for employees to work at their full capacity. This includes, but is not limited to, child/dependent care, age, persons who need extra precautions for either themselves or a person who has someone vulnerable in the home, or individuals who have underlying health conditions as prescribed by the CDC. It is also important to note that the need for telework for child care purposes is temporarily permitted under these regulations. This guidance can be found in the IAW OBM Memorandum, M-20-13 which provides telework flexibilities in response to COVID-19.

If the nature of an employee's position prohibits telework, managers are encouraged to work with affected employees and provide opportunities to use reasonable accommodation, workplace flexibilities appropriate to their situation such as alternative work schedules, or explore their leave options.

#### What should I do next?

After discussing the best course of action with your employees, you will sign and submit their updated telework agreement to Human Resources at [usna-telework-group@usna.edu](mailto:usna-telework-group@usna.edu). All agreements should be re-submitted for the period 16 August - 31 December 2020. Several circumstances require careful consideration and documentation as we return to work.

*All telework agreements which were established in AcYear 19-20 (On or around 16 March) must be renewed by 16 August if telework is desired/needed and approved.*

For further telework guidance, please refer to the following DoD and Department of Navy Resources

- [SECNAVINST 12271.1 2019 DON Telework Policy](#)
- [Telework.gov](#)
- [DCPAS COVID-19 Emergency Preparedness Guidance](#)
- [Telework Training](#)
- [Telework Do's and Don'ts](#)
- [IAW OBM Memorandum, M-20-13 \(16 March 2020\)](#)