



# HHS WORKPLACE FLEXIBILITIES POLICY HIGHLIGHTS

## TELEWORK

An employee is scheduled to perform their work at an approved alternative worksite on a regular/recurring or ad hoc/situational basis.

## REMOTE WORK

An employee works from a single approved alternative worksite within or outside of the local commuting area (LCA) of the agency worksite.

- **Non-Local Remote Work:** Positions should be designated as remote outside the LCA of the Agency worksite. This position requires little to no onsite presence (e.g., once annually).
- **Local Remote Work:** Positions should be designated as remote within the LCA if there is some frequency with which the position requires collaboration or other onsite presence (no more than 2 days or 16 hours per pay period).

## ALTERNATIVE WORK SCHEDULES (AWS)

A variety of scheduling options that provide an alternative to the standard work week, including Compressed Work Schedules and Flexible Work Schedules.

## ELIGIBILITY CONSIDERATIONS FOR WPF

Considerations for eligibility include job duties that can be effectively performed outside of the Agency worksite and/or Agency hours at an alternative worksite without diminishing individual or organization performance.

## APPROVAL & DISAPPROVAL OF WORKPLACE FLEXIBILITY AGREEMENTS (WFA)

An employee must request and obtain approval from their supervisor to participate in WPF programs. If a request is denied, the employee will be notified.

## DUTY HOURS & COMPENSATION

Employees in time zones that differ from that of the Agency worksite may be required to establish a tour of duty with work hours that coincide with the Agency worksite hours.

## REPORTING BACK TO THE WORKSITE

Employees with a Remote Work agreement may be required to report to the Agency worksite on an infrequent basis.

## DEPENDENT CARE

Employees cannot telework with the intent of, or for the sole purpose of, meeting their dependent care responsibilities while performing official duties. Scheduling flexibilities should be leveraged as appropriate.

## TERMINATION OF AGREEMENTS

WFAs may be terminated for various reasons, such as conduct or performance concerns and non-compliance.

## **FAIR & EQUITABLE IMPLEMENTATION**

**Agencies maintain oversight of workplace flexibility programs to ensure appropriate implementation of the Workplace Flexibilities Policy, including:**

- Education and training
- Equitable flexibilities access based on portability of work, position duties, and employee conduct and performance history