

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-HRO

5 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Telework Policy

1. **References.**

- a. 5 USC Sections 6501-6506.
- b. DoDI 1035.01, Telework Policy, 4 April 2012.

2. The DoD Telework Policy implements the legal requirement for executive agencies to establish policies under which civilian and military employees may participate in teleworking, without diminished employee performance. This memorandum outlines the telework policy for the Ohio National Guard.

3. **Applicability.** All full time Federal employees of the Ohio National Guard, to include dual status and non-dual status technicians; as well as Full-Time National Guard Duty personnel, henceforth referred to as "employee". Only rarely will probationary technicians be granted teleworking privileges.

4. Teleworking can be a valuable management tool, effective in improving quality of life for the workforce, allowing employees to balance their work life with their private life and family responsibilities. Telework enhances the Ohio National Guard's efforts to recruit and retain high quality employees. Teleworking directly benefits society in terms of cleaner air through reduced energy consumption and decreased traffic congestion.

5. Telework is not an employee entitlement and does not change employment terms and/or conditions. The telework arrangements can be terminated, at will, by either the employee or supervisor(s). Telework is not a substitute for adequate child care.

- a. Employees who work with classified information on a daily basis must telework from a secure site and will only be allowed to do so on a case-by-case basis for a limited time.

- b. Employees who have daily, hands-on contact with equipment or machines will only telework to the extent necessary to accomplish related paperwork.

- c. Employees whose performance appraisal was below fully-successful will not ordinarily be allowed to telework and if they are permitted to do so, their supervisor will explain how they will be appropriately supervised.

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d. No employee with over 5 days of Absence Without Leave in a calendar year will be granted teleworking privileges.

e. No employee who has viewed, downloaded or exchanged pornography from a government computer or while performing government duties will be permitted to telework.

6. Telework is not to be scheduled outside existing hours of duty or outside the employee's approved work schedule.

7. Telework arrangements may be made on a regular basis or may be arranged for a particular situation that warrants such arrangement. Regular telework may be requested as an ongoing permanent schedule. Employees may be approved to telework for one (1) or more days per week from their home or alternate location. Telework day(s) will not "float" throughout the week, but will be a regular part of the work schedule. Situational telework may be approved for employees who are working on a special project, have a short-term personal issue, or other appropriate reasons. Situational telework schedules will include a start and end date. The employee will resume his/her normal schedule and report-in location at the conclusion of the situational telework agreement.

8. Employees may request either a regular or situational telework schedule by completing DD Form 2946 (DEC 2011). Employees will provide a justification for telework as well as a detailed outline of the work that will be accomplished, how the employee will remain productive, a description of the alternative work site and how communication will be maintained with the supervisor. This request will be turned into the employee's immediate supervisor for review by his/her supervisory chain. If the supervisory chain agrees with the request, it will be forwarded to the Director of Human Resources, ATTN: LRS for final approval.

9. The Ohio National Guard is not responsible for any operating costs associated with the employee using his or her home as an alternate worksite. This includes, but is not limited to, home renovations, insurance, internet connectivity, utilities, and/or home or cell phone reimbursement. The employee must also acknowledge and agree that the Ohio National Guard will not be liable for damages to an employee's personal or real property, while the employee is working at the approved alternative workplace. Denial of teleworking privileges may be grieved through the Human Resources Office.

10. Supervisors and employees will complete Telework training for employees and supervisors, respectively. Employees will also be up-to-date (doesn't expire within 90 days) with DoD Cybersecurity training when applying to telework. Supervisors are encouraged, but not required, to inspect and approve the proposed Telework site. Employees who are approved for telework must certify that they are responsible for a safe and healthy alternative workplace. In addition, the employee must acknowledge and agree that he or she is covered under the Federal Employee's Compensation Act, or military line of duty injury procedures, only if injured in the course of actually performing official duties at the approved alternative workplace. The employee must notify his/her supervisor immediately

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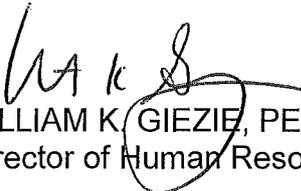
of any accident or injury that occurs at the alternative workplace and complete any required forms. The supervisor will investigate such a report and, if deemed necessary, arrange an on-site investigation. The Ohio National Guard will not be liable for accidents that occur outside of the specific work area in the home.

11. Time spent in a telework status must be accounted for and reported in the same manner as if the technician reported for duty at the traditional worksite. Hours spent in a telework status must be documented using the appropriate Standard Labor Data Collection and Distribution (SCDLADA) code. When using SLDCADA, the type hour code will be RG and the environmental code will be one of the following; Telework Ad Hoc/Situational (TS), Telework Medical (TM), or Telework Regular Recurring Schedule (TW). Supervisors should verify work output by occasional telephone calls and/or by determining the reasonableness of work output to time spent teleworking.

12. Questions concerning this policy may be directed to Duncan Aukland, Labor Relations Specialist at (614) 336-7475/DSN 346-7475 or Duncan.d.aukland.civ@mail.mil

FOR THE ADJUTANT GENERAL:

Encl
DD Form 2946


WILLIAM K. GIEZIE, PE, Col, OHANG
Director of Human Resources

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