

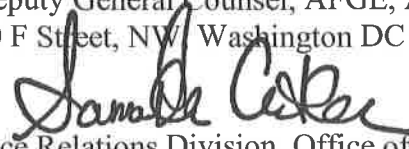


UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF MANAGEMENT

May 22, 2018

MEMORANDUM TO: Cathie McQuiston
Deputy General Counsel, AFGE, AFL-CIO
80 F Street, NW Washington DC 20001

FROM: Samantha Cutler 
Director, Workforce Relations Division, Office of Human Resources
U.S. Department of Education
400 Maryland Ave SW, Washington DC 20202

SUBJECT: Courtesy Notice - Telework Program

This serves as a courtesy notice regarding the Telework Program in accordance with Article 2, Section 2.01(B)(2) of the parties' collective bargaining agreement (CBA), dated March 12, 2018.

The Department of Education (ED) will be modifying the agency-wide use of the Telework Program effective Monday, October 1, 2018. The Telework Enhancement Act specifies roles, responsibilities and expectations for all Federal executive agencies with regard to telework policies; employee eligibility and participation; program implementation; and reporting. The Department is striving to improve its effectiveness with a focus on customer service, collaboration among peers, and accomplishment of the critical mission delivery to the public.

Effective October 1, 2018, employees approved to participate in the Telework Program will be required to be in the office **four days a week**.

The following are highlights of the changes to the Telework program and the impact on employees:

Employees currently on a 100% telework plan, within the local commuting area of an ED Headquarters or Regional facility, will be required to adhere to the new telework changes. This means, as of October 1, 2018, all ED employees can only telework one day per week. It also means employees who decide to telework one day per week, cannot participate in a 4/10 schedule. In addition, if employees elect to work a 5/4/9 schedule, they can only telework one day each pay period and will not be allowed to telework the same week as their regular day off (RDO).

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All ED employees will be required to work from their official duty station (which should be a Headquarters or Regional Office) four days per week.

Remote workers outside the local commuting area of an ED facility will continue to work remotely. Effective immediately, managers and supervisors will be prohibited from approving any new requests for 100% telework.

Reasonable Accommodation (RA) agreements will remain in place.

All teleworkers must renew their telework agreement no later than August 15, 2018, to reflect the revised telework program changes. Current Telework agreements may remain in effect until the revised program is implemented. All telework agreements and RA will continue to undergo annual reviews.

First-level supervisors will continue to have limited authority to approve situational and episodic (e.g., short-term surgery recovery, inclement weather, etc.) telework arrangements on a case-by-case basis.

The Office of Human Resources is currently assessing the impact of the change to policy and procedures. Changes to policy and/or relevant additional information will be shared with the union, as it becomes available. We are also attaching draft forms of our FAQs and All ED Employee Notice, for your awareness.

We realize this program change impacts a significant number of employees. Supervisors are being encouraged to meet with employees to discuss the upcoming changes to telework schedules. We will notify you of formal meetings. It is the Department's goal to support employees during this transition period. We understand and appreciate the concerns and challenges associated with this change, and want to provide as many resources as possible.

The Employee Assistance Program (EAP) is a free service available to ED employees and provides a variety of resources and assistance. For your information, employees can contact EAP at 1-800-222-0364 (888-262-7848) TTY or on their website at <http://www.FOH4You.com>.

The Agency looks forward to working with the Union as we prepare for and implement the new Telework plan.

Attachments: (1) Draft Telework FAQs
(2) Draft All ED Notice