



## Remote Work Evaluation

- Employee Request – New Remote Work Agreement (within Remote % for Region/Office)
- Employee Request – New Remote Work Agreement (exceeds Remote % for Region/Office, requesting exception)
- New Remote Work Agreement – Change of Remote Work Location
- Remote Work Agreement: Annual Recertification
- Supervisor evaluation for a vacant position (exceeds Remote % for Region/Office, requesting exception)

### A. Employee and Position Information

*\*If evaluating for a vacant position, put N/A for any employee specific information*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Series/Grade Level: \_\_\_\_\_

Federally owned or leased property:

Remote Location (limited to continental U.S., Alaska and Hawaii):

Employee Home Street Address: \_\_\_\_\_

Other Location: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Proposed Duration: \_\_\_\_\_

To Fill a Vacant Position, Remote Location (limited to continental U.S., Alaska and Hawaii):

\_\_\_ Within commute area (50 miles) of BOR facility located at: City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_ Within commute area of any BOR regional or Washington office.

\_\_\_ Within commute area of any BOR facility within continental U.S., Alaska and Hawaii

\_\_\_ Any location within continental U.S., Alaska and Hawaii

### B. Supervisor Evaluation

Did you discuss the business case for this request with the employee?  Yes  No

### C. Employee Eligibility (N/A for vacant position)

Discipline Issued in the last two years (Yes/No). If yes, please explain

Conduct Issues (non-disciplinary) AWOL more than 5 days, Inappropriate Use, or Other. (Yes/No) If yes, please explain:

Most Recent Performance Rating: \_\_\_\_\_

Performance Issues (Yes/No) – If yes, please explain:

Employee Characteristics Ideal for Remote Work (dependability, self-motivation, trustworthy, etc...)

Is the employee eligible to remote work?  Yes  No

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*\*If the determination in this section is "NO", the request should be denied.*



**D. Position Suitability**

List specific position duties and outcomes suitable for Remote Work: *(Quantifiable, project-oriented, or other portable job tasks and tech and secure documents access.)*

**Office Coverage Considerations- Please list details and be specific. DO NOT LEAVE BLANK**

Major Duties of the Position	Major Duties	Ability to Perform at Remote Location? (Suitable for Remote Work?)
Potential Impacts to Reclamation Operations	Impact	Mitigation Strategy
Potential Impacts to Team Members	Impact	Mitigation Strategy
Potential Impacts if the arrangement is not approved	Impact	Mitigation Strategy



**E. Cost Impacts- Please list details and be specific. DO NOT LEAVE BLANK**

<b>Salary</b>	Current Salary		<i>Official Office Location</i>
	Remote Worksite Salary		<i>Locality Pay for Remote Worksite Location</i>
	Salary Cost Impact		
<b>Travel</b>	Estimated Travel Cost from Remote Worksite to Office Location(s)		<i>Estimate assuming that the employee will travel to the official office location on a periodic basis. Also include travel to other office. Include salary cost and per diem for travel time.</i>
	Estimated Number of Trips		<i>Note: Personnel Bulletin (Paragraph 6, last sentence) states employee travel to regular worksite should only be permitted when there is a clear benefit to Reclamation.</i>
	Total New Travel Costs		
	Additional Estimated Impacts to Travel Costs		<i>Consider cost impacts to trips the employee will be required to make from the proposed remote location. Will costs increase or decrease due to travel time, airline flight costs, etc.?</i>
	Total Impacts to Travel Costs		
<b>Office Space</b>	External Bureau/Agency Office Costs		<i>If agreement exists with another bureau/agency to provide occasional workspace/conference room etc.</i>
<b>Information Technology (IT) Support</b>	Additional IT Support Costs		<i>If agreement exists with another bureau/agency to provide occasional IT support.</i>
<b>Relocation Costs</b>	Estimated Relocation Costs (if applicable)		<i>If impacts are not negative or cost neutral additional justification is required.</i>

**Justifications for Additional Costs (N/A if there are no negative cost impacts)**

**F. Other Considerations - Please list details and be specific. DO NOT LEAVE BLANK**

**Regional Remote Worker Percentage:** *List current percentage and change/effect of this request. Please note details of "position swap", if applicable. \* Please consult with your Servicing Human Resources Office (SHRO) for the Regional Remote Worker Percentage or to be completed by SHRO.*

**Recruitment and Retention Challenges, if any:**

**Other:**



Logistics	Geographic Location	Proximity	Potential Impacts	Mitigation Strategy
	Major Airport:			
	BOR Location:			
	DOI Location:			
Remote Worksite	Considerations		Potential Impacts	Mitigation Strategy
	Employee Network Connectivity			
	Employee System Access Needs			
	Employee Onsite IT Support Needs			
	Safety			
	Cybersecurity and Privacy			

Is the employee eligible to remote work?  Yes  No

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\*If the determination in this section is "NO", the request should be denied.



## Remote Work Agreement Evaluation Criteria

Definitions	
<b>Official Worksite for Location-Based Pay Purposes</b>	<ul style="list-style-type: none"> <li>The official worksite for an employee covered by a remote work agreement who is not scheduled to report at least twice each biweekly pay period on a regular and recurring basis to the regular worksite is the location of the remote worksite (e.g., home or other alternative worksite), except in certain temporary situations.</li> </ul>
<b>Remote Work</b>	<ul style="list-style-type: none"> <li>Remote work is a work flexibility arrangement under which an employee performs their duties from a remote official worksite/official duty station other than the location of the office for which they work. These arrangements are formalized by remote work agreement signed by both the remote worker, recommended by the first-line supervisor, and approved by the Reclamation Leadership Team member.</li> </ul>
Evaluation Factors	
<b>Employee Eligibility</b>	<ul style="list-style-type: none"> <li>Employee has not been formally disciplined, as documented in the employee's eOPF, for AWOL for more than 5 days in any calendar year.</li> <li>Employee has not been officially disciplined for violations of subpart G of the Standard of Ethical Conduct for Employees of the Executive Branch (Misuse of Position) for viewing, downloading, or exchanging pornography on a Federal government computer or while performing official Federal government duties.</li> <li>Employee has not received an Unacceptable performance rating during the most recent rating period and has been formally notified on their final performance appraisal.</li> <li>Employee does not have documented conduct issues as defined by 370 DM 752 (Discipline and Adverse Actions) in the last two years.</li> <li>Employee has been in current position for at least 6 months (if hired for a position that was not advertised as remote).</li> </ul>
<b>Position Suitability</b>	<ul style="list-style-type: none"> <li>Adequate office coverage</li> <li>Ability to complete major duties from remote location</li> </ul>
<b>Other Considerations</b>	<ul style="list-style-type: none"> <li>Additional considerations</li> </ul>
References	
<ul style="list-style-type: none"> <li><a href="#">Office of Personnel Management (OPM), <i>Handbook on Workplace Flexibilities and Work-Life Programs for Elder Care</i></a></li> <li>OPM, <a href="http://www.telework.gov">www.telework.gov</a>, Telework Guidance: Official Worksite</li> <li>Presidential Memorandum - <a href="#">Enhancing Workplace Flexibilities and Work-Life Program</a>, June 23, 2014</li> <li>Reclamation Manual, Directives and Standards, <a href="#">HRM 11-01: Telework</a></li> <li><a href="#">M-21-25, Integrating Planning for a Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment</a>, June 10, 2021</li> <li><a href="#">Personnel Bulletin No. 20-06, Departmental Remote Work Policy</a></li> <li>Potential impacts to Reclamation operations</li> </ul>	
<b>OPM Guidance</b>	<ul style="list-style-type: none"> <li>Applicability of workplace policies and guidance</li> </ul>
<b>Cost</b>	<ul style="list-style-type: none"> <li>Employee salary and travel costs</li> </ul>