

Reclamation Manual

Directives and Standards

Remote Duty Station Work Agreement

Employee: _____ Position: _____
Region: _____ Office: _____
Current Duty Station: _____ Supervisor: _____
Requested Remote Duty Station: _____

The Employee is requesting:

New Remote Work Agreement (Within Local Commuting Area)

New Remote Work Agreement (Outside of Local Commuting Area)

Annual Recertification

By signing below, the Parties acknowledge and agree to the following terms and conditions for a remote work arrangement:

1. The remote work arrangement and change in duty station is voluntary and at their request.
2. There is no entitlement to reimbursement from Reclamation for costs associated with a relocation to the remote duty station or for the costs associated with a Permanent Change of Station (PCS), or for official time for the relocation.
3. A personnel action will be processed to change the employee's official duty station to their remote duty station. [NOAC will be 890 Misc. Pay Adjustment (if change in locality pay) OR 792 Change in Duty Station (if locality pay does not change)]
4. Employee may be required to temporarily return/report to the official Reclamation office location for meetings, training, and other work-related activities. Temporary travel may apply and will be paid in accordance with the Temporary Duty (TDY) travel regulations.
5. A new remote work request must be submitted and approved for any change to the remote duty station, prior to the change becoming effective.

Reclamation Manual

Directives and Standards

6. The change to the remote duty station may result in a change to the Employee's locality pay and certain benefits, retirement, and state and/or city taxes.
7. Employee's salary will be set in accordance with the locality pay rate commensurate with the remote duty station on the Employee's SF-50, Notification of Personnel Action.
8. The regular tour of duty schedule may be set to meet mission needs of the official Reclamation work location. (Example, employee may be assigned the same work schedule that they were on at the official duty station, regardless of the time zone of the remote duty station.)
9. Ethical standards and employee conduct/behavior standards must be met at the remote duty location, equivalent to the compliance requirements for Reclamation employees that are assigned within the same organization and work unit.
10. Employee is responsible to complete the duties outlined in position description, performance appraisal plan, and to follow supervisor's instructions. At least a Fully Successful performance rating is required for all assigned duties and performance expectations. Employee understands that if their performance is not at least Fully Successful, they can be recalled to the office in accordance with section 18 and 20 below, at their personal expense.
11. Employee may be directed to return to the official Reclamation office location if unsuccessful in performance or in violation of the employee ethical or conduct/behavior standards, as defined under 370 DM 752 (5 CFR 752).
12. Employee must have the same level of customer service as they would in the office (returning phone calls, responding to emails, attending meetings, etc.).
13. Time and attendance procedures will be followed, including requesting leave and recording time, as directed by supervisor. Requirements may be different from those for employees who report to official Reclamation office location.
14. Employee may not use official duty time for personal care or care of others. Employee must request leave for time when they are unable to perform the duties of the position.
15. The remote duty station meets all safety requirements and has all the necessary capabilities to complete work requirements per Remote Worksite Safety Checklist

Reclamation Manual

Directives and Standards

(Appendix D). Reclamation assumes no responsibility for any operating costs, e.g., home maintenance, insurance, utilities, associated with an employee using personally owned or government-furnished equipment at the remote worksite. Reclamation will provide the standard suite of IT equipment. All Reclamation equipment will be returned when the remote work agreement is no longer in effect or when directed.

16. Reclamation's information technology department will not provide support to Employee's home network or other non-Federal networks.
17. Employee is responsibility for protecting Reclamation records/documents from unauthorized use or damage and to use Reclamation equipment only for official purposes.
18. The employee or the supervisor may terminate the remote work arrangement at any time if it no longer meets the needs of the office, for a decline in performance or productivity, for misconduct, for non-compliance with the terms of the remote work agreement, or for other reasons. For management-initiated terminations, the employee must receive advanced written notification of the decision to terminate the remote work arrangement at least 90 days before the effective date of the termination. For employee-initiated terminations, such requests must be made in writing with advance notice of at least 90 days, generally. If the employee does not return to the official Reclamation office location, they may be subject to disciplinary action, up to and including removal from the Federal service.
19. If the return to an official Reclamation office location is at Reclamation request and direction for mission or business-related reasons, and not for employee performance or misconduct matters, the employee may be entitled to reimbursement for applicable costs, including Permanent Change of Station (PCS) reimbursement or official time for the relocation, in accordance with applicable policies and regulations in effect at the time of transfer. If the employee requests to terminate the remote work arrangement and return to the official Reclamation office location, they will not be entitled to reimbursement for any associated costs, including PCS or official time for the relocation.
20. Employee agrees to waive any rights to moving expenses if directed to return to the official Reclamation office location based on a decline in performance or for misconduct, consistent with General Services Administration Federal Travel Regulations.
21. Nothing in this Agreement shall prevent management from taking action regarding employee's performance, conduct, or time and attendance issues or any other action deemed appropriate.

Reclamation Manual

Directives and Standards

This agreement will be recertified annually and can be reevaluated at any time by either Party.

The Parties voluntarily agree to the terms of this remote work agreement.

Employee Signature and Date

First-level Supervisor Signature and Date

Regional/Office Recommendation:

This Remote Work Request/Recertification is Denied:

Mission-related rationale.

Exceeds current Regional/Office Remote Worker % Numbers.

This Remote Work Request/Recertification is Approved:

Is excepted from PDASWS review and approval (Temp/term appointments, position/series excepted from remote work reporting, a reasonable accommodation, or for an employee who is requesting a change in their remote duty location within the same locality area).

This Remote Work Request/Recertification is Recommended for approval by the Principal Deputy Assistant Secretary for Water and Science (PDASWS):

Is within Regional/Office Remote Worker % Numbers.

Exceeds current Regional/Office Remote Worker % Numbers, exception to policy requested.

Reclamation Manual

Directives and Standards

Is an employee-initiated request to change remote duty location with a change in locality area.

Is an annual recertification. The employee's last Remote Work Agreement was approved or recertified on _____. There are no changes to the agreement.

Is an annual recertification. The employee's last Remote Work Agreement was approved or recertified on _____. There are changes to the agreement; however, management has recompleted Appendix B and determined employee and position are still suitable for remote work.

Regional/Office Director (or designee) Signature and Date:

Department of the Interior Level Approval:

Data Tracking System (DTS) Record Number:

This Remote Work Agreement was approved by the PDASWS via DTS Surname on: