

**Memorandum of Understanding  
RMA Kansas City Bargaining Unit Telework Program**

The Risk Management Agency (the Agency) and the IAMAW NFFE Local 858 (the Union) mutually agree the Agency shall enter into a 6-month pilot of the Teleworking program. The program will be evaluated at the end of the 6-month period based on the following criteria: Management shall determine if employees working at an alternative worksite produce work comparable in:

1. Quantity;
2. Quality, and
3. Timeliness to work produced at the official duty station.

If significant problems are identified during the evaluation, the MOU may be renegotiated to address those specific issues. The Telework program will continue in the form outlined herein during the evaluation and renegotiation phase regardless of the time elapsed.

This agreement becomes effective the second pay-period after the signature date on the agreement.

*Dave Bell -s-*  
**Dave Bell**  
**Chief Negotiator**  
**For the Agency**  
**January 6, 2005**

**Date**

*Erika Jensen-s-*  
**Erika Jensen**  
**Chief Negotiator**  
**For the Union**  
**January 4, 2005**

**Date**

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# RMA Kansas City Telework Program

## 1 Policy Statement

RMA supports a teleworking policy for employees choosing work offsite for part of the pay period provided their work is appropriate to teleworking (see [Section 3](#)). Teleworking is a voluntary program. It is an option, not a right or entitlement. This article does not apply to reasonable accommodation or medical flexiplace.

## 2 Definitions

Adverse Action	Removal, suspensions of more than fourteen (14) days, furlough of thirty (30) days or less, or involuntary reduction in grade or pay.
Alternate Worksite	A worksite wherein there is connectivity to the official duty station and there is an office setting conducive to accomplishing work requirements.
Application Package	A set of documents containing: <ul style="list-style-type: none"><li>• FCIC-586 RMA Security Access Authorization Form (if necessary);</li><li>• FFAS-6 Flexiplace Hardware and Software Request (if necessary);</li><li>• FFAS-7 Flexiplace Home Safety Checklist;</li><li>• FFAS-10 Flexiplace Work Agreement; and</li><li>• FFAS-14 FSA/RMA Flexiplace Program Process List.</li></ul>
Disciplinary Action	A disciplinary action is defined as a written reprimand, or a suspension from duty for fourteen (14) days or less. Letters of warning from a supervisor to an employee counseling or cautioning the employee on his/her conduct or performance shall not be considered Disciplinary Action.
Eligible Employees	Eligible employees include all RMA bargaining unit employees whose official duty station is Kansas City, Missouri.
Long-term Telework	A telework schedule that follows a regular pay period schedule.
Short Term Telework	A telework schedule that does not follow a regular pay period schedule.
Supervisor	Supervisor means the employee's first-line supervisor except that, the Union President shall be considered the supervisor for Union use of official time.
Telework	A telework schedule that generally includes at least one day a pay period.
Utility	Utilities include items such as; electricity, water, satellite, DSL, cable, gas, subscriber services, phone lines, and cell phones.

### 3 RMA Telework Program Requirements

- A  
Employee  
Qualifications
- To qualify for Telework, an employee shall:
- Have a permanent career status;
  - Have a performance rating of at least “fully successful” or equivalent;
  - Not require daily face-to-face contact with the supervisor, colleagues, clients or the general public;
  - Be engaged in work that can be performed successfully offsite;
  - Attend Telework guidelines and requirements training if or when established;
  - Not be on sick leave restriction or has not been on sick leave restrictions within the past 12 months;
  - Not currently on a performance improvement plan or opportunity to improve (OTI);
  - Not have received disciplinary or adverse action in the past 12 months; and
  - Not be serving a probationary period.

Eligible employees must continue to meet these qualifications. The Supervisor may waive 1 or more of the above requirements.

- B  
Eligible  
Positions
- The Supervisor with input from the Union identifies position eligible for Teleworking using criteria below.

Appropriate work for a flexible worksite must meet the following criteria:

- It must be portable;
- It must be reportable; and
- It must be able to be completed away from the official duty station without preventing office coverage or the mission of the work unit.

- C  
Worksite  
Inspections
- The employer may perform an onsite inspection. Employees shall be given a minimum of two scheduled-workdays notice prior to any onsite inspection.

- D  
Dependent Care
- Telework is not a substitute for dependent care. Telework employees shall not have a dependent needing attention and care in the home during work hours, unless an in-home care provider is present.

Dependents able to care for themselves may be in the home during work hours.

## 4 Responsibilities

- A  
Supervisor  
Responsibilities
- The Supervisor shall attend the telework requirements and guidelines training if or when established.
- Report application or initiation delays beyond one pay period to the employee and the Union.
- The Supervisor shall consider the following criteria in evaluating a position for Telework:
- Work meets the requirements of [Section 3](#) and
  - The technology meets the requirements of [Section 7](#).
- B  
Supervisors and  
the Union
- Supervisors with input from the union shall evaluate positions in their area of responsibility.
- C  
Employees
- Employees shall:
- Comply with all criteria contained in [Section 3](#);
  - Sign and follow a approved application package (if applicable);
  - Follow established procedures for:
    - Requesting and obtaining leave; and
    - Accurately recording time and attendance;
  - Agree to return any Agency equipment upon request;
  - Maintain the Employer's standards of conduct;
  - Be in compliance with all agency security guidelines and measures;
  - Change their duty station voicemail to indicate when they are teleworking and provide an alternate phone number or forward their calls to a phone number at the alternate worksite;
  - Be available by phone or email during their scheduled teleworking hours;
  - Check their duty station email and voicemail at least twice a day if possible; and
  - Provide adequate workspace.

## 5 Applying for the Telework Program

- A  
Applying for  
Short-term  
Telework
- Short-term telework does not require an application package.

B  
Applying for  
Long-term  
Telework

Employees should download forms for the application package from the following websites:

- FFAS forms may be obtained from:  
<http://hr.ffas.usda.gov/about/forms.htm#ffas>
- FCIC form 586 may be obtained from:  
<http://intranet.rma.usda.gov/networkmgt/security/FCIC0586.doc>

The original application package shall be sent to the employee's Supervisor. Employees should each keep a copy of the completed application package.

Employees must submit a new application package any time there is a permanent change to their Telework schedule.

## 6 Rules That Apply to Telework Program

A  
Offsite  
Workdays

Long-term Telework shall be scheduled in whole day increments only.

An employee must be scheduled for a minimum of 5 days at their official duty station in a pay period. An employee may choose up to 3 days in a week to telework. Employees should be flexible in making their schedule meet the needs of the organization.

The Supervisor has the right to change or cancel a telework day if it is unavoidable. The Supervisor shall notify the telework employee as soon as possible and before the scheduled telework day of the intent to change or cancel a telework day.

B  
Pertinent Rules

Unless explicitly stated in this agreement, all Personnel rules (e.g. overtime, performance standards, etc.) and previously negotiated contract language (alternate work schedules, etc.) will be followed as though the employee were at the official duty station.

C  
Emergency  
Dismissal

If an emergency affects either worksite for a major portion of the workday then the teleworking employee shall be granted an excused absence under the same terms and conditions as employees in the official duty station.

D  
Official Duty  
Station

The Telework employee's official duty station is the same as the office to which the employee is assigned. Entitlement to locality-based comparability pay, special salary rates, travel allowances, and relocation expenses is based on the official duty station and is computed as if the employee was stationed at the official duty station.

E Time and Attendance	Employees shall provide sufficient information to complete time and attendance records by the close of the pay period.
F Worker's Compensation	Telework employees are covered by the Federal Employees Compensation Act and may qualify for payment for on-the-job injury or occupational illness.
G Liability	<p>The Agency will not be held liable for damages to an employee's personal or real property while the employee is performing official duties or while using the Agency's equipment.</p> <p>Exceptions: The Agency may be held by either of the following:</p> <ul style="list-style-type: none"> <li>• The Federal Tort Claims Act; or</li> <li>• Claims arising under the Military Personnel and Civilian Employees Claims Act.</li> </ul> <p>The employee shall obtain necessary insurance coverage, business use permits, variances, etc., from local municipalities, homeowner's associations, etc.</p>
H Removing Employees From Telework	<p>The employee may discontinue their participation in the Telework program at any time.</p> <p>The Supervisor may remove an employee from the RMA Telework Program if the employee is no longer qualified in accordance with <a href="#">Section 3</a>.</p> <p>The Supervisor and the employee shall try to resolve specific problems before removal from the Telework Program.</p>

## **7 Computer Equipment, Telephone Expenses, and Office Supplies**

A Providing Computers	<p>Employees approved for working offsite will be provided with the necessary computer equipment to complete their work assignments, if available.</p> <p>A waiting list will be established if there is a shortage of computer equipment.</p>
B Using Personal Equipment	<p>The use of personal computer equipment for teleworking shall be allowed provided the Employees' personal equipment:</p> <ul style="list-style-type: none"> <li>• Is IBM compatible and;</li> <li>• Is able to support the RMA standard Windows package.</li> </ul> <p>The Agency agrees to provide a RMA standard Windows package, if needed and the core load software to employees choosing to use personal equipment for teleworking.</p>

C Equipment Service and Maintenance	Employees using personal equipment are responsible for servicing and maintaining it. Employees using Government computer equipment shall notify their supervisor to make necessary arrangements for any necessary service or repair.
D Utility Expenses	Telework employees shall pay any additional utility expenses associated with working at the alternate worksite.
E Requesting Hardware and Software	To request computer equipment an employee shall: <ul style="list-style-type: none"> <li>• Complete FCIC-598; and</li> <li>• Submit to Supervisor for approval.</li> </ul>
F Requesting Dial-in, & Software Access	To gain access dial-in or software for the employee's offsite location, an employee shall: <ul style="list-style-type: none"> <li>• Complete FCIC-586; and</li> <li>• Submit to supervisor for approval.</li> </ul>
G Computer Problems	Employees experiencing computer problems may call the Help Desk. If the problem cannot be resolved in a timely manner, the supervisor should be contacted.
H Telephone Expenses	The government will pay expenses associated with local and long-distance telephone calls needed to perform official Government business by supplying a FTS 2000 calling card.
I Office Equipment	The Agency will not provide office equipment for the teleworking employees.
J Supplies and Materials	The Agency will provide routine supplies and materials for teleworking employees.