

Telework training is being relocated from HRU to telework.gov.

The transition and availability of the telework courses on Telework.gov are expected to be completed by today (September 14). Once the transition has been completed, trainings will be available on Telework.gov at the following link:

<https://www.telework.gov/training-resources/>

"COMPONENT-SPECIFIC TERMS AND CONDITIONS" Completed this is the area where you as the supervisor list what work you expect them to do. Below is an example of what needs to be in the agreement.

"Telework will be approved on a situational basis. Most situations may include forecasted inclement weather conditions or environmental work conditions that impair the employees ability to complete timely projects as determined by the supervisor. There may be other circumstances that warrant requesting supervisor approval. Telework will be an exception and an occasional office practice. The expectation is for each employee to be present at the work place to conduct their job responsibilities and duties; however, there are occasional situations where telework is preferred for the safety, morale, and productivity of the employee to meet project deadlines.

The telework arrangement will be determined and approved by the supervisor either by phone, email, or in person. A typical telework arrangement will include either emailing or copying documents on a CD-ROM to take home, some work maybe hard copy and is for review only. The documents will not contain personally identifiable information. Another telework arrangement may include required web-based computer office training. Prior to telework approval, the employee will communicate their plan of work. Upon completion of the telework arrangement, the employee will submit to their supervisor the completed work papers or work papers in-progress to reflect telework duties performed. The employee will ensure that the completed work is saved by two means, in case the primary means fails. For example, the employee may save the completed work on CD-ROM and email to their work address.

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