



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

NOV 06 2015

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

**MEMORANDUM**

**SUBJECT:** Telework Policy Waiver Request  
**ACTION MEMORANDUM**

**FROM:** Lynnann Hitchens, Acting Director  
Office of Human Resources

A handwritten signature in cursive script that reads "Lynnann Hitchens".

**TO:** Karl Brooks, Acting Assistant Administrator

**Issue:**

The Office of Human Resources is requesting a waiver to the agency's telework policy, which would temporarily allow new employees to participate in the program. The agency's current telework policy requires employees to have worked one year prior to being allowed to telework. As the 2015-2016 winter season approaches, dismissal and emergency procedures are based on the principle that the Federal government's vital business must continue without compromising the safety of our employees and the public. Although the procedures are typically issued for any management-declared weather event, this waiver can be applicable for any emergency or special event that causes a disruption.

**Advantages:**


The EPA will experience a reduction in the use of Administrative Leave and an increase in employee productivity without sacrificing employee safety.

**Background:**

The U.S. Environmental Protection Agency's current telework policy (EPA Manual 3180: *EPA Flexiplace Policy*), requires employees wishing to telework to have: (1) worked at the EPA for one year; (2) a current performance rating of at least fully successful; (3) portable work; (4) a signed telework agreement; (5) completed training; (6) demonstrated to the supervisor's satisfaction that he or she can work independently; and (7) an appropriate alternate work location with adequate space and equipment to conduct business. This temporary waiver only affects the requirement for employees to have worked at the agency for one year, which is not a regulatory requirement and can be waived at the agency's discretion. New employees must meet the other policy requirements for telework.

**Recommendation:**

I recommend that you approve OHR's request to temporarily allow new employees who otherwise meet the agency's eligibility criteria to use episodic telework during any management declared weather event, emergency or other disruption. This temporary waiver can be activated for a particular location by the designated senior management official. This temporary waiver applies to all EPA locations and specifically covers calendar years 2015 and 2016.

Approved:   
Karl Brooks  
Acting Assistant Administrator

11/10/15  
Date

Disapproved: \_\_\_\_\_  
Karl Brooks  
Acting Assistant Administrator

\_\_\_\_\_  
Date