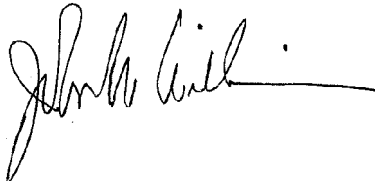


For: FSA and RMA National Office Employees

FSA and RMA Short-Term Medical Flexiplace Program

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

In August 1998, the FSA and RMA Partnership Council signed an agreement, for National Office employees, supporting a flexiplace program. This program allows employees who want to work offsite to do so if:

- their work is appropriate to this arrangement
- this arrangement will benefit the Government.

The Partnership Council is expanding this program with a subsequent agreement on short-term medical flexiplace.

B

Purpose

This notice:

- provides the evaluation criteria
- outlines the Partnership Council's agreement
- provides procedures for applying for short-term medical flexiplace.

C

Medical Flexiplace Versus Regular Flexiplace

Short-term medical flexiplace is very similar to regular flexiplace; however, there are some major differences. The differences are as follows:

- the employee may work at the alternative worksite up to 5 days a week
- a bona fide medical condition and documentation of the condition are required
- all medical flexiplace arrangements must have a written agreement

Continued on the next page

Disposal Date January 1, 2001	Distribution All FSA and RMA National Office employees
---------------------------------------------	----------------------------------------------------------------------

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1 Overview (Continued)

C

Medical Flexiplace Versus Regular Flexiplace (Continued)

- HRD has approval level over medical flexiplace agreements of 2 weeks or longer
- employees may be scheduled to work during nonduty hours; see subparagraph 5 F

Note: Working during nonduty hours is a rare exception.

- employee must have a signed release from a treating physician to begin work whether at the office or alternate worksite.

D

Contacts

For more information about the Medical Flexiplace Program, contact either of the following HRD employees:

- Susan Brown at 418-9039
- Charles Soisson at 418-9000.

The TDD telephone number is 418-9116.

2 Definitions

A

Definition of Medical Flexiplace

Medical flexiplace is a family-friendly program that permits work to be performed at nontraditional worksites, such as an employee's home or Interagency Telecenter.

Medical flexiplace, although it may be used as part of an accommodation, is intended for temporary or short-term medical conditions. Persons with disabilities requesting accommodation should consult 31-PM. For further information on accommodation, employees may access the EEOC website at <http://www.eeoc.gov/docs/accommodation.html>.

Appropriate uses of medical flexiplace include, but are not limited to, the following:

- recovery from injury (non-OWCP)
 - child birth
 - recovery from surgery
-

Continued on the next page

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2 Definitions (Continued)

A

Definition of Medical Flexiplace (Continued)

- receipt of regularly scheduled therapy or treatment sessions, such as physical therapy or chemotherapy.
-

B

Definitions of Medical Conditions

A short-term medical condition is a serious bona fide medical condition that lasts, or is expected to last, 6 months or less.

A serious bona fide medical condition is an injury, traumatic injury, disease, or illness that results in care provided by a licensed health care professional.

Note: Family members who are being cared for by an employee must also meet this definition.

C

Definition of GSA Telecommuting Centers

GSA telecommuting centers are alternative worksites in facilities that are generally shared by 2 or more agencies and provide space for employees. These are usually located in metropolitan areas.

Employees may view a list of GSA Telecommuting Centers at the website “<http://www.gsa.gov/pbs/owi/tclist.htm>”.

3 Requirements for Participating in Medical Flexiplace Program

A

Policy

FSA and RMA support short-term medical flexiplace for employees:

- whose work is appropriate to such an arrangement
 - who meet the medical requirements
 - who are a caregiver of an ill family member. See subparagraph 5 G.
-

B

Work Requirements

Appropriate work for a flexible worksite must be:

- portable
- measurable
- able to be completed away from the official duty station.

Note: The impact on the workload of other employees and the mission of the work unit should be minimal.

Continued on the next page

3 Requirements for Participating in Medical Flexiplace Program (Continued)

C

**Medical
Documentation
Required**

The treating physician or specialist must provide the following on office letterhead with an original signature:

- the nature of the condition and diagnosis
 - the prognosis of the condition
 - an estimated date that the employee will be able to return to work, either full- or part-time
 - specific information about the physical or activity restrictions; that is, workhours, duties, and so forth, including any change in the employee's condition warranting adjustment of workhours, etc.
 - other information concerning the condition that may assist the supervisor in evaluating the employee's request for flexiplace.
-

D

**Employee
Qualifications**

An employee must meet the following qualifications before being considered for the Medical Flexiplace Program:

- have a bona fide medical condition according to subparagraph 2 A
 - have a performance rating of at least "fully successful" or the equivalent
 - demonstrate motivation, independence, and dependability in accomplishing work assignments
 - face-to-face contact with others is not a requirement of the job
 - have good time management skills
 - be engaged in work that can be performed successfully offsite.
-

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4 Responsibilities

A

Definition of Supervisor

The supervisor is the employee's first-line supervisor.

B

Employee's Responsibilities

The employee shall:

- obtain required medical documentation
 - sign and follow the terms and conditions of a written flexiplace agreement
 - maintain productivity and customer service
 - follow established procedures for:
 - requesting and obtaining leave
 - accurately recording time and attendance
 - be in compliance with applicable building and safety codes and local permits. This includes, but is not limited to, ensuring that the electrical system and safeguards are adequate to protect Agency computers, printers, and other equipment.
-

C

Supervisor's Responsibilities

The supervisor shall:

- ensure that the employee has a signed release for work statement from a physician that states the employee is able to begin work
- consider the following criteria in evaluating a position for Flexiplace:
 - office staff is not adversely affected

Note: Ensure that work assignments and responsibilities are evenly distributed.

- office coverage is not adversely affected

Note: Flexiplace employees are considered on duty with respect to ensuring that no more than 1 quarter of the work unit is scheduled to be off duty on any 1 day.

Continued on the next page

4 Responsibilities (Continued)

C
Supervisor's
Responsibilities
(Continued)

- service to internal and external customers will not be adversely affected
 - work activities are portable and can be performed as effectively outside the office
 - job tasks are easily quantifiable or primarily project oriented
 - an essential component of job responsibility consists of reading and/or processing tasks
 - the technology needed to perform the job offsite is currently available
 - cyclical work does not present a problem
 - security and confidentiality of data can be adequately assured
 - most work assignments are not classified.
-

5 Flexiplace Program Agreement and Preliminary Requirements

A
FFAS-10,
Flexiplace Work
Agreement

FFAS-10 (Exhibit 1):

- may be for any period of time up to and including 6 months
 - is required for all medical flexiplace agreements.
-

B
Changing
FFAS-10

Employees **must** submit a new FFAS-10 any time there is a permanent change to their flexiplace work schedule. This is especially important when using an Interagency Telecenter, because the information must be tracked for budget purposes.

Note: Cumulative time on medical flexiplace for any 1 medical condition must not exceed 6 months.

Continued on the next page

5 Flexiplace Program Agreement and Preliminary Requirements (Continued)

C

**Requirements
Before Working
Offsite**

The requirements in this paragraph must be completed before an employee starts to work offsite.

In addition, all clearances and technical requirements must be in place before any employee can begin flexiplace.

D

**Offsite
Workdays**

The employee may work at the alternative worksite up to 5 days a week. There are no minimum hours per pay period an employee must spend in the office.

The arrangements are tailored to the individual employee's work and medical requirements and are committed to a written agreement approved by the employee's supervisor.

These requirements are the same for full-time as well as part-time employees.

E

**Home
Inspections**

The medical flexiplace employee's worksite must meet acceptable standards for the:

- employee's safety
- security of data
- security of any Government-owned equipment.

Before beginning to work at home, employees must have **either** of the following:

- a self-certification safety inspection completed on FFAS-7 (Exhibit 2)
 - an onsite inspection. Employees shall be given adequate notice before making the onsite inspection.
-

Continued on the next page

5 Flexiplace Program Agreement and Preliminary Requirements (Continued)

**F
Hours of Duty
and Work
Schedules**

Rules on hours of duty and core time apply to medical flexiplace employees.

Alternative work schedules available to onsite employees may be approved for medical flexiplace employees. A medical flexiplace employee's work schedule:

- is established with the concurrence of the supervisor or physician
- parallels the office's schedule.

An employee on medical flexiplace may be scheduled to work during nonduty hours. However, the employee must not exceed the number of hours per week agreed to by the supervisor, physician, and employee or 40 hours. Work during nonduty hours should be an exception and not the rule. Employees may not work on Sundays or holidays. The Agency will not pay Sunday, holiday, or nighttime differentials.

The employee must indicate on the initial FFAS-10 that he or she intends to work during off-duty hours. This time is coded as "01" on the T&A, not overtime or compensatory time.

**G
Dependent Care**

Medical flexiplace is **not** a substitute for dependent care. Flexiplace employees shall not have a dependent needing attention and care in the home during workhours, unless an in-home care provider is present.

If an employee is to be a caregiver of an ill family member, the employee shall have minimal caregiver duties and provide certification that an in-home provider is present.

Note: Older children who can take care of themselves before and after school may be in the home during workhours.

6 Personnel Rules That Apply to Medical Flexiplace Program

**A
Introduction**

The rules in this paragraph apply to employees who are approved to work medical flexiplace.

Continued on the next page

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6 Personnel Rules That Apply to Medical Flexiplace Program (Continued)

B

Overtime and Credit Hours

Rules on overtime apply to medical flexiplace employees. Employees should work overtime only with advance approval. Medical flexiplace privileges may be canceled for employees who continue to work unapproved overtime.

Employees on a medical flexiplace arrangement may earn credit hours. See 17-PM, paragraph 358.

C

Pay and Leave

Rules on pay and leave administration apply to medical flexiplace employees.

D

Emergency Dismissals

A medical flexiplace employee may sometimes, but not always, be affected by a dismissal requiring the regular office to close.

IF...	THEN...
the regular office is affected by an emergency, but the alternative worksite is unaffected	the employee is not excused, and must continue to work his or her normal workday. Example: On a “snow day”, the medical flexiplace employee is not excused unless he or she cannot perform work at the alternative worksite because the regular office is closed.
the regular office and the alternative worksite are affected by a widespread emergency	the employee may be granted excused absence as appropriate.
an emergency affects the alternative worksite for a major portion of the workday	either of the following may apply: <ul style="list-style-type: none"> • the employee may be required to do either of the following: <ul style="list-style-type: none"> • report to the regular office • request leave • be granted excused absence, depending on the circumstances.

Continued on the next page

Notice PM-2156

6 Personnel Rules That Apply to Medical Flexiplace Program (Continued)

E

Official Duty Station

The flexiplace employee's official duty station is the same as the office to which the employee is assigned. Entitlement to locality-based comparability payment, special salary rates, travel allowances, and relocation expenses is based on the official duty station.

Example: An employee works in the USDA South Building and the duty station is Washington, DC. The employee is approved for the Medical Flexiplace Program and now works 2 days a week from the employee's home in Fredericksburg, Virginia. The employee's official duty station is still Washington, DC.

F

Medical Flexiplace Outside of Commuting Area

Medical flexiplace outside of the local commuting area will be considered on a case-by-case basis.

Note: Flexiplace outside of the local commuting area may require a change in duty station.

G

Time and Attendance

Supervisors shall continue to:

- review the flexiplace employee's request for leave
- certify the flexiplace employee's time and attendance.

Employees on medical flexiplace shall:

- report their time and attendance on FSA-958
 - request and use leave according to 17-PM.
-

Continued on the next page

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6 Personnel Rules That Apply to Medical Flexiplace Program (Continued)

H

**Worker's
Compensation**

Medical flexiplace employees are covered by the Federal Employees Compensation Act and may qualify for payment for on-the-job injury or occupational illness.

I

Zoning

Medical flexiplace employees shall:

- determine, and comply with, any local zoning restrictions
 - pay for any costs of working at home that arise from local zoning requirements.
-

J

Liability

Agencies 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.

Exceptions: An Agency may be held liable by either of the following:

- the Federal Tort Claims Act
- claims arising under the Military Personnel and Civilian Employees Claims Act.

The employee shall obtain necessary insurance coverage, business use permits, variances, etc., from local municipalities, homeowner's associations, etc.

K

**Removing
Employees From
Flexiplace**

An employee's involvement in the Medical Flexiplace Program is voluntary and may be discontinued by the employee or the supervisor at any time with appropriate notice. This notice must be sufficient to allow necessary workplace adjustments to be made.

Continued on the next page

6 Personnel Rules That Apply to Medical Flexiplace Program (Continued)

K

Removing Employees From Flexiplace (Continued)

Management may remove an employee from the Medical Flexiplace Program if any of the following occur:

- medical condition no longer exists and employee has been released for work
- the employee's performance declines
- other employees are unable to perform their duties because of the absence or unavailability of the flexiplace employee
- the work assignment changes to include duties that cannot be performed from a remote worksite
- the program no longer benefits the organization's needs.

Normally, the employee will not be removed from flexiplace for a single minor infraction of FFAS-10 (Exhibit 1). The supervisor and employee will make a bona fide effort to work out specific problems before any decision is made to remove the employee from the Medical Flexiplace Program.

Upon termination of FFAS-10, the employee shall return to the regular worksite or be placed in leave status or leave without pay.

L

Special Accommodations

Requests for special accommodations will be approved on a case-by-case basis. To request an accommodation, contact Susan Brown at 202-418-9039 or TDD 202-418-9116 at least 3 weeks before starting flexiplace.

7 Applying for Medical Flexiplace

A

Completing FFAS-10

To participate in the Medical Flexiplace Program, an employee shall:

- obtain required medical documentation in subparagraph 3 C
 - meet the requirements in subparagraph 3 D
 - complete FFAS-10
 - obtain approval of the first-level supervisor on FFAS-10.
-

Continued on the next page

Notice PM-2156

7 Applying for Medical Flexiplace (Continued)

**B
Completing
FFAS-7**

Employees who want to work offsite in their homes must:

- complete FFAS-7 (Exhibit 2)
 - attach FFAS-7 to FFAS-10.
-

**C
Obtaining Copy
of Flexiplace
Forms**

Employees may use any of the following sources to obtain copies of the forms required to apply for medical flexiplace:

- access the FSA HRD website at
“<http://dc.ffasintranet.usda.gov/hrd/flexipla.htm>”
 - contact Susan Brown at 202-418-9039 or TDD 202-418-9116.
-

**D
Applying to
Work at
Interagency
Telecenter**

Employees who want to work at an Interagency Telecenter shall indicate on FFAS-10. All arrangements for space at the Interagency Telecenter will be made through HRD.

**E
Approval of
FFAS-10**

Approve FFAS-10 according to this table.

IF FFAS-10 is...	THEN...
2 weeks or less	<ul style="list-style-type: none">• supervisor approves FFAS-10• medical documentation filed with FFAS-10• employees and their supervisors should each keep a copy of the completed FFAS-10.

Continued on the next page

7 Applying for Medical Flexiplace (Continued)

**E
Approval of
FFAS-10
(Continued)**

IF FFAS-10 is...	THEN...
for longer than 2 weeks	<ul style="list-style-type: none"> • HRD approves FFAS-10 • medical documentation forwarded with FFAS-10 • employees and their supervisors should each keep a copy of the completed FFAS-10 • the original FFAS-10 shall be sent to: <p style="margin-left: 40px;">Susan Brown Performance Management, Benefits, and Awards Branch, STOP 0595 USDA, FSA, HRD 1400 Independence Avenue, SW Washington, DC 20250-0595.</p>

8 Computer Equipment

**A
Providing
Computer
Equipment**

Employees approved for working offsite will be provided with the necessary computer equipment to complete their work assignments.

Note: Computer equipment for a medical flexiplace participant may be delivered and installed by the Agency if the participant is medically unable to do so herself or himself.

The Agency will provide the following equipment, if available, for medical flexiplace worksites:

- computer

Note: A waiting list will be established if there is a shortage of computers.

- laptop

Note: Employees on medical flexiplace of 2 weeks or less will only be issued a laptop.

- modem

Continued on the next page

8 Computer Equipment (Continued)

**A
Providing
Computer
Equipment
(Continued)**

- printer
- FAX machine.

Note: FAX machines will be issued only if there is a proven business need.

**B
Using Personal
Equipment**

Employees wanting to use their own home computer equipment may do so, if the security of Government information can be assured.

Employees' personal equipment must:

- be IBM compatible
- have a current Windows package.

If employees use their own equipment, they are responsible for servicing and maintaining it.

**C
Utility Expenses**

Flexiplace employees shall pay any additional utility expenses associated with working at home.

**D
Requesting
Hardware and
Software**

To request a computer, printer, and/or software, an employee shall:

- complete FFAS-6 (Exhibit 3)
- obtain supervisory approval
- send, hand-carry, or FAX the completed FFAS-6 to:

Steve Delman, Room 6759-So
USDA, FSA, ITSD, STOP 0585
1400 Independence Avenue, SW
Washington, DC 20250-0585.

The FAX telephone number is 202-720-4268.

Continued on the next page

8 Computer Equipment (Continued)

E

Requesting Dial-In Access

To gain dial-in access from the employee's offsite location, an employee shall:

- complete FFAS-13C (Exhibit 4)
- send, hand-carry, or FAX the completed FFAS-13C to:

Dennis Dunne, Room 6759-So
USDA, FSA, ITSD, STOP 0585
1400 Independence Avenue, SW
Washington, DC 20250-0585.

The FAX telephone number is 202-720-4268.

F

Computer Problems

Employees experiencing software-related problems should contact their servicing Users Assistance Team. See Exhibit 5 for these contacts.

9 Telephone Lines

A

What Will Be Paid For

Government telephone lines will only be installed if medical flexiplace agreement is for 30 or more calendar days. The Government:

- **will** pay for:
 - domestic long-distance telephone calls needed to perform official Government business by using an FTS 2000 Calling Card
 - call forwarding to the flexiplace worksite
 - will **not** reimburse flexiplace employees for any of the following services:
 - long-distance telephone calls made on a private residential line that are not made using an FTS 2000 Calling Card
 - a residential telephone line used for personal **and** Government calls
 - caller ID
 - voice mail at the flexiplace worksite.
-

Continued on the next page

Notice PM-2156

9 Telephone Lines (Continued)

**B
Government
Telephone Lines**

Only 1 telephone jack shall be installed on the Government telephone line and this must be located in the designated work area.

MSD shall research the most cost-effective method of installing a telephone line, and order that the appropriate line be installed in the flexiplace employee's home.

MSD will issue a standard single line telephone instrument to the flexiplace employee after receiving the employee's request for installing the telephone line. When the employee leaves the Agency or the Program, the employee shall return the telephone and any related telephone equipment.

- Before receiving the telephone instrument, the flexiplace employee shall obtain FSA-951 to transfer ownership of the telephone and responsibility to the employee's division director.
 - FSA-951 must be signed by the flexiplace employee and the division director. FSA-951 places the telephone on the division director's personal property inventory.
-

**C
Government
Calling Card**

Government calling cards will be issued for medical flexiplace.

**D
Requesting
Government
Telephone and
Calling Card**

The flexiplace employee shall request:

- a telephone instrument
 - an FTS 2000 Calling Card for domestic calls and/or an MCI Calling Card for overseas telephone calls
 - the installation of a Government telephone line, using AD-700.
-

Continued on the next page

Notice PM-2156

9 Telephone Lines (Continued)

D

Requesting Government Telephone and Calling Card (Continued)

AD-700 shall include the following:

- employee's name
- home address, including city, State, and ZIP Code
- home telephone number
- office telephone number
- specific days of the week that the flexiplace employee will work at home
- indication if the primary usage will be voice or data
- any special telephone assists needed, such as TDD.

AD-700 must be signed by the flexiplace employee and the immediate supervisor.

E

Installing Telephone Line

Telephone line installation will only be scheduled on the days when the medical flexiplace employee is working at home. The employee must oversee installation and ensure that the line is installed in the proper location.

F

Monitoring Telephone Calls

The Federal Information Resources Management Regulations do not allow private calls to be made on a Government telephone line. While working at home, these types of calls must be made on the flexiplace employee's private telephone line, not on the Government line.

MSD will monitor all telephone calls made from the official Government telephone line using the Call Detail Report. This report includes the telephone numbers called, the time and duration of the call, and the cost of the call.

G

Repairs

The medical flexiplace employee shall, if the Government telephone line needs repair, contact Liz Law, MSD, at 202-720-5458.

H

Contact

Refer any additional questions relating to telephone equipment or telephone lines to Liz Law, MSD at 202-720-5458.

10 Office Equipment, Supplies, and Material

**A
Office
Equipment**

FSA and RMA do not provide office equipment for flexiplace participants.

Examples: Examples of office equipment include, but are not limited to, the following:

- cabinet
 - chair
 - desk.
-

**B
Supplies and
Materials**

FSA and RMA will provide supplies and materials for flexiplace participants.

Examples: Examples of supplies and materials include, but are not limited to, the following:

- paper
- pencils and pens
- disks
- folders
- binders.

Order all supplies and materials from the employee's work unit through normal procurement procedures.

FFAS-10, Flexiplace Work Agreement

Following is an example of a completed FFAS-10.

REPRODUCE LOCALLY. Include form number and date on reproductions.

FFAS-10 (01-18-00)	U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services FLEXIPLACE WORK AGREEMENT
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PURPOSE

The purpose of this agreement is to document the flexiplace work agreement between the employee and supervisor.

Flexiplace agreements shall be signed and forwarded to the Flexiplace Coordinator when employee and supervisor agree to flexiplace participation of one month or more. If an agreement is for less than one month, the document shall be signed and maintained by the supervisor for record purposes, but is not required to be forwarded to the Flexiplace Coordinators. Employee shall receive a copy of the agreement.

QUALIFICATIONS

The employee volunteers to participate in the Flexiplace Work Program and to adhere to the applicable guidelines and policies included in this document and in the Partnership Agreement on FSA/RMA Flexible Workplace (Flexiplace) Program (PC agreement).

Dependent Care	Employee understands that Flexiplace is not a substitute for dependent care. Care for dependents outside the home or in the home by a third party must be provided during the employee's scheduled work hours.
Guidelines	The employee demonstrates motivation, independence, dependability and good time management skills in accomplishing work assignment.
Performance Rating	Employee must currently have a performance rating of at least fully successful.
Work Assignment	Flexiplace work shall be portable, measurable and able to be completed away from the official duty station without adversely affecting the workload of other employees, office coverage, or other mission of the work unit.

ADMINISTRATIVE POLICIES

In the event an employee must report to the official duty station during the workday, travel time from the alternative work site will be considered part of the tour of duty.

Time and Attendance	Employee's time and attendance will be recorded as if performing duties at the official duty station. Work Schedule Log (Form FSA-958) may be submitted telephonically, electronically, via US mail or in person in order to allow the timely processing of time and attendance records.
Work Schedule, Overtime, Pay, Leave and Other Personnel Issues	Rules concerning work schedules, overtime, pay, leave, core hours and other personnel issues apply to flexiplace employees as they do to on-site employees.
	The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government.

Continued on the next page

FFAS-10, Flexiplace Work Agreement (Continued)

FFAS-10 (01-18-00)

EMPLOYEE RESPONSIBILITIES

Working at Home

An employee working at home is responsible for:

- operating costs associated with working at home such as utilities, maintenance, insurance or any other incidental cost
- obtaining necessary insurance coverage, business use permits, or variances etc. from local municipalities, home owners' association, etc.

Safeguarding Records

The employee will safeguard and protect Government/Agency records from unauthorized exposure or damage and will comply with Privacy Act requirements set forth in Privacy Act of 1974, Public Law 93-573, codified as Section 552a, Title 5 U.S.C.

Personal or Real Property Damage

The employee is liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's residence, except to the extent the Government is held liable for Federal Tort Claims Act claims or claims arising under the Military personnel and Civilian Employees Claims Act.

Government Equipment

Employee will protect the Government equipment in accordance with the procedures established in FIRMR Bulletin 30, October 15, 1985, this agreement and the PC agreement.

The employee is responsible for transporting the equipment to and from ITSD from their Flexiplace Work site, unless otherwise agreed upon for medical flexiplace.

Employee Equipment

If the employee provides equipment, he/she is responsible for servicing and maintaining it.

GOVERNMENT RESPONSIBILITIES

Service and Maintenance of Government Equipment

The Government is responsible for servicing and maintaining Government owned equipment.

Should Government equipment need repair or additional software employee must transport the equipment to and from ITSD, unless otherwise agreed upon for medical flexiplace.

Home Inspections

The Agency must provide the employee at least 24 hours advance notice to permit periodic home inspections by the Agency of their work site during normal work hours.

PERFORMANCE MANAGEMENT

Failure to Comply with Flexiplace Agreement

Failure to comply with flexiplace provisions may result in loss of pay, termination of this flexiplace arrangement, and/or other appropriate disciplinary action.

Job Performance

Employee's job performance shall be held at the same standard as any employee who works at the official duty station and shall be evaluated by his/her immediate supervisor.

Maintaining Fully Successful Rating

A flexiplace employee must maintain a performance rating of at least fully successful. Failure to maintain a fully successful rating will result in re-evaluation of Flexiplace participation and may result in removal from the program.

FFAS-10, Flexiplace Work Agreement (Continued)

REPRODUCE LOCALLY. Include form number and date on reproductions.

FFAS-10
(01-18-00)

U.S. DEPARTMENT OF AGRICULTURE
Farm and Foreign Agricultural Services

FLEXIPLACE WORK AGREEMENT

1. The following constitutes an agreement between:	
Employee's Name: Doe, Jane E.	Agency: FSA
Grade: GS-9	Division/Branch: MSD/AMB
Title: Procurement Specialist	Telephone No.: 202-555-1234
Supervisor's Name: James Smith	Telephone No.: 202-555-4321

Employee volunteers to participate in the flexiplace program and to adhere to applicable Union Contract and/or Partnership Council Agreement guidelines and Agency policy. Agency concurs with employee's participation and agrees to the applicable guidelines and policies.

2. Employee requests the following type of flexiplace with the following beginning and ending dates:		
Type of Flexiplace	Begin Date	End Date (NTE 1 Year)
Long-Term (Complete Item 4A also)		
Intermittent (Recurring Only) (Complete Item 4B also)		
Short-Term Medical (Complete either Item 4A or 4B also depending on medical documentation.)	02-01-2000	04-15-2000

NOTE: If applying for Short-Term Medical Flexiplace, a physician's statement, which includes the maximum number of hours the employee may work each workday, must be attached to the agreement.

3. Employee's Work Location:	
Employee's Work Location	Employee's Alternate Work Site - Home or Telecommute Center
City/State: Washington, D.C.	Address: Fredericksburg, VA
Telephone No.: 540-555-1234	Telephone No.: 540-555-5678
E-Mail Address: jane_doe	E-Mail Address: same
FAX No.: 202-555-9876	FAX No.: 540-555-4786
Server (Contact your User Assistance Team (UAT)):	

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Continued on the next page

FFAS-10, Flexiplace Work Agreement (Continued)

FFAS-10 (01-18-00)

4. Work Location Schedules:

A. Long Term:

Scheduled Workdays Each Workweek	Week One Work Location	Week Two Work Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday*		
Sunday*		

*Available for short-term medical flexiplace only.

B. Intermittent Schedule - Describe employee's work schedule:

(For example: Jane Doe will work at home 2 days every 3rd week of the month to complete monthly estimate reports).

Employee will work during core hours, but no more than 30 hours per week.

5. Indicate hardware/software and/or telephone services required:

(✓) If you are requesting . . .	Then complete Form(s) . . .
✓ Desk top setup required on personal computer	FFAS-6, Flexiplace Hardware and Software Request
Agency computer	
Laptop	
Software	
Modem	
✓ Printer	FFAS-13C, Local Area Network (LAN) Dial-In Access Authorization
✓ Dial-in-Access	
Phone Line	AD-700, Procurement Request
✓ General calling card	
FAX machine (<i>Short-term medical</i>)	

Employee should request any of the above through the appropriate contact. Indication on this form does not constitute a request for these services.

6. Indicate the type of work you will be doing on flexiplace. (For reporting purposes only - you may choose more than one.)

(✓) Type of Work
✓ Computer (<i>programming, data-entry or word processing</i>)
Analytical
✓ Writing
✓ Telephone Intensive Tasks
Planning/Project Management

7. Approvals:

Employee: <i>/s/ Jane Doe</i>	Date: <i>01-21-2000</i>
Supervisor: <i>/s/ James Smith</i>	Date: <i>01-21-2000</i>
HRD-Flexiplace Coordinator (<i>only for short-term medical flexiplace</i>):	Date

FFAS-7, Flexiplace Home Safety Checklist

Following is an example of a completed FFAS-7.

REPRODUCE LOCALLY. Include form number and date on reproductions.

<p>FFAS-7 (06-01-99)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services</p> <p>FLEXIPLACE HOME SAFETY CHECKLIST</p>	
PART A - GENERAL INFORMATION		
<p>1. FLEXIPLACE PARTICIPANT'S NAME, ALTERNATE WORKSITE, AND TELEPHONE NUMBER John Doe Home 703-675-4455</p>	<p>2. AGENCY/DIVISION/BRANCH FSA, MSD, Directives</p>	
<p>3. EMPLOYEE'S OFFICIAL DUTY STATION, CITY, AND STATE USDA, FSA 14th & Independence Avenue Room 1345 Washington, DC 20250-1400</p>	<p>4. FLEXIPLACE COORDINATOR'S NAME AND TELEPHONE NO. Susan Brown 418-9039</p>	
<p>5. ALTERNATE WORKSITE ADDRESS 4355 West Dodge Springfield, VA 33499</p>	<p>6. DESCRIBE THE LOCATION OF DESIGNATED WORK AREA <i>(If worksite in participant's home.)</i> Home Extra room</p>	
PART B - CHECKLIST ITEMS		
<p><i>The following checklist is designed to assess the overall safety of the alternate worksite. Read, complete, and submit this form. Upon completion, the checklist should be signed and dated by the participating employee and their immediate supervisor. A copy of this document should be maintained by the supervisor.</i></p>		
MARK "NA" IF NOT APPLICABLE	YES	NO
7. Is the space free of indoor air quality problems, and the space adequately ventilated?	✓	
8. Is the space free of noise hazards (in excess of 85 decibels)?	✓	
9. Is there a potable (drinkable) water supply?	✓	
10. In working at home, are you in compliance with municipal codes? Homeowner Association?	✓	
11. Are lavatories available with hot and cold running water?	✓	
12. Are all stairs with 4 or more steps equipped with handrails?	✓	
13. Are all circuit breakers and/or fuses in the electrical panel labeled?	✓	
14. Do circuit breakers clearly indicate if they are in the open or closed position?	✓	
15. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed or loose wires, bare conductors, exposed wires)?	✓	
16. Will the building's electrical system permit the grounding of electrical equipment?	✓	
17. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	✓	
18. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?	✓	
19. Do chairs have any loose casters (wheels)? Are the rungs and legs of chairs sturdy?	✓	
20. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?	✓	
21. Is the office space neat, clean and free of excessive amounts of combustibles?	✓	
22. Are floor surfaces clean, dry, level, and free of worn or frayed seams?	✓	
23. Are carpets well secured to the floor, and free of frayed or worn areas?	✓	
<p>24. EMPLOYEE'S SIGNATURE <i>/s/ John Doe</i></p>	<p>DATE 06-01-99</p>	
<p>25. SUPERVISOR'S SIGNATURE <i>/s/ Frederick Small</i></p>	<p>DATE 06-02-99</p>	
<p>SPECIAL NOTE: SUPERVISORS ARE ENCOURAGED TO CONDUCT AN ON SITE INSPECTION FOR ANY EMPLOYEE CHECKING FIVE OR MORE "NO" ANSWERS. EMPLOYEES ARE RESPONSIBLE FOR INFORMING THEIR SUPERVISOR OF ANY SIGNIFICANT CHANGE TO WORKSITE.</p>		
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>		

FFAS-6, Flexiplace Hardware and Software Request

Following is an example of a completed FFAS-6.

REPRODUCE LOCALLY. Include form number and date on reproductions.

FFAS-6 (05-24-99)		U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services	
FLEXIPLACE HARDWARE AND SOFTWARE REQUEST			
PART A - REQUESTING OFFICE			
1. Name of Flexiplace Participant	2. Agency/Division/Branch	3. Telephone Number (Area Code)	
Gene Mitchell	FSA/HRD/DOB	703-555-2222	
	4. Room Number	5. E-mail Address	
	1306	gmitchell@usda.gov	
PART B - HARDWARE/SOFTWARE DESCRIPTION			
6. Check (✓) the appropriate box(es) indicating the equipment you need: <i>(Please attach additional information, if needed.)</i>			
<input checked="" type="checkbox"/>	Desk top setup required on personal computer	<input type="checkbox"/>	Agency computer
<input type="checkbox"/>	Laptop	<input checked="" type="checkbox"/>	Software: <i>(List specific software packages in Item 7, Remarks.)</i>
<input checked="" type="checkbox"/>	Modem		
<input checked="" type="checkbox"/>	Printer		
7. Remarks			
Paradox 7.0.			
PART C - APPROVALS			
8. Signature of Supervisor	Date	9. Name of Employee's Supervisor	
/s/ Payne Jordan	05/25/99	Payne Jordan	
10. Signature of ITSD Official	Date	11. Name and Title of Approving ITSD Official	
/s/ Cheryl Carrera	05/25/99	Cheryl Carrera Chief, Service Branch	

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FFAS-13C, Local Area Network (LAN) Dial-In Access Authorization

Following is an example of a completed FFAS-13C.

REPRODUCE LOCALLY. Include form number and date on all reproductions.		USDA-FFAS	
FFAS-13C (05-27-99)		Local Area Network (LAN) Dial-In Access Authorization Farm and Foreign Agriculture Services	
Part A - User Information			
1. Name Doe, Jane		4. Home Address 1111 Main Street Anywhere, VA 00000	
2. Title Personnel Mgmt Spec			
3. Organization FSA-HRD-DOB		5. Work Phone (202) 555-1234	6. Home Phone (540) 555-9876
7. Status of Employee Career Conditional <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Temporary <input type="checkbox"/> Other Govt <input type="checkbox"/> Other (Explain) <input type="checkbox"/>			
8. Explanation Medical Flexiplace			
Part B - Functions and Applications			
1. List Required Functions and Applications Groupwise			
2. Start Date → 01-10-2000		3. Expiration Date 1/ → 03-10-2000	
1/ Your dial-in access privileges will be automatically terminated on the specified expiration date.			
Part C - Data Security Requirements Acknowledgment			
The data maintained on the agencies' LANs contain critical and sensitive information subject to the provisions of the Privacy Act of 1974, other Federal laws, agency and USDA regulations. Users of these resources are responsible for protecting and safeguarding the data and information resources from unauthorized access and disclosure.			
<ul style="list-style-type: none"> Hardware, software, communications, systems, data and information resources accessed and retrieved from Agency LANs will not be given or disclosed to any unauthorized person. Access and use of LAN, systems, data and information resources must be approved and authorized by your immediate supervisor and will be for official government use only. Your user identification and password for the LAN and systems shall not be shared, disclosed, or transferred to anyone. Failure to follow these basic security procedures may result in an investigation by appropriate FFAS and USDA officials including the office of the inspector general. Any person who violates or abuses FFAS and USDA regulations and these security procedures may be subject to disciplinary action including dismissal. 			
I hereby acknowledge that I have read and understand these data security requirements. I agree to comply with them and to access only the LAN, data, systems, software, and information resources that have been authorized and approved by my supervisor for official government use only .			
User's Signature /s/ Jane Doe		Date 12-21-1999	
Part D - Approval Authorities (Please Print Name and Sign)			
1. User's Supervisor/Manager Judy Smith		3. Work Phone (202) 555-4321	
2. Title Branch Chief		4. Supervisor/Manager Sign and Date s/Judy Smith, 12/21/1999	
5. Signature, Director, Information Technology Services Division s/Lois J. Stevens, Acting Director, ITSD		6. Date 12/23/1999	
Part E - LAN System Administrator Actions (Assigned User ID Codes, Password, Etc.)			
1. Date Issued →		2. Expiration Date →	
3. LAN System Administrator Signature		4. Date	
Mail Form to:		Director, Information Technology Services Division Stop 0580 Washington, DC 20250-0580	
Questions on Completing Form:		RMA and FSA User Assistance - (202) 690-4316 FAS User Assistance - (202) 720-6763	

Flexiplace Support Team Contact List

Employees shall use the following contact list as needed.

Contact	Duty	Telephone Number	FAX Number
Susan Brown	HRD Coordinator and Telecommute Center Coordinator	202-418-9039 TDD 202-418-9116	202-418-9129
Charles Soisson	HRD Coordinator and Telecommute Center Coordinator Backup	202-418-9000 TDD 202-418-9116	202-418-9129
Steve Delman	Hardware and Software Coordinator	202-720-3190	202-720-4268
Dennis Dunne	Dial-In Access (e-mail) Coordinator	202-690-2541	202-720-4268
Liz Law	Telephones and Federal Calling Cards	202-720-5458	202-720-6426
Howard Strother	Backup Telephone Coordinator	202-720-7005	202-690-0917
Skip Mielwocki	MSD Coordinator	202-720-6866	202-690-4790
User Assistance Team	Computer Assistance	South Bldg. L Street Park Office Center	202-690-4316 202-418-9070 703-305-1404

Bargaining unit employees may also contact a union steward for information and assistance.
