



TELECOMMUTING PROGRAM

AUGUST 2002

HUMAN RESOURCES

FOREWORD

This regulation sets forth the policies and procedures for Defense Finance and Accounting Service (DFAS) regarding the Telecommuting Program and cancels the DFAS Flexiplace Regulation, DFAS 1424.1, dated May 3, 1999. It provides guidance and information to assist supervisors, human resource professionals and employees in interpreting and applying the provisions of law and Office of Personnel Management regulations that relate to Telecommuting assignments in the Federal service.

This regulation may not be supplemented. Recommended changes must be forwarded through appropriate channels to the Director for Human Resources, DFAS-HQ/H.

//signed//

Thomas R. Bloom
Director, DFAS

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REFERENCES

- (a) President's Council on Management Improvement Human Resources Committee
"Guidelines for Pilot Flexible Workplace Assignments," January 1990
- (b) OPM Memorandum "Alternative Workplace Assignments (Flexiplace)," October 21, 1993
- (c) The President's Memorandum "Expanding Family-Friendly Work Assignments in the
Executive Branch," July 11, 1994
- (d) OPM Memorandum "Expanding Family Friendly Work Assignments", September 22, 1994
- (e) Chapter 81 of title 5, United States Code
- (f) Sections 6381-6387 of title 5, United States Code
- (g) Section 6307 of title 5, United States Code
- (h) Section 620 of Public Law 104-52, November 19, 1995
- (i) Section 552a of title 5, United States Code
- (j) Public Law 106-346, dated October 23, 2000

ABBREVIATIONS AND/OR ACRONYMS

DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
GSA	General Services Administration
OPM	Office of Personnel Management
PCMI	President's Council on Management Improvement

C1. CHAPTER 1

GENERAL INFORMATION

C1.1. PURPOSE. This regulation establishes a Telecommuting Program for the Defense Finance and Accounting Service (DFAS). It also prescribes guidelines and procedures to assist supervisors and employees in understanding their roles and responsibilities regarding Telecommuting assignments. Telecommuting is a flexible workplace arrangement, which allows an employee to work away from the traditional office in either 1) his or her home, 2) in a Telecommuting center near his or her home, or 3) through a mobile office setting.

C1.2. SCOPE. This regulation describes the parameters and establishes procedures for the DFAS Telecommuting program for full-time civilian employees, in the competitive or excepted services. This issuance is not intended to provide guidance on every situation that may arise under the Telecommuting Program. Additional guidance can be obtained from your servicing Customer Support Unit.

C1.2.1. Supervisors and managers are encouraged to approve employee participation in the program to the extent that it does not result in diminished levels of service, reductions in productivity, or substantial increases in operating costs other than reasonable administrative costs of establishing the program. To ensure consistent administration of the program, coordination with your servicing Director, Customer Support Unit is required in considering any request to participate in the Telecommuting Program. To facilitate program implementation supervisors and employees should give consideration to telecommuting trial periods consistent with mission requirements.

C1.3. OBJECTIVES. Short term or continuing Telecommuting assignments are designed to provide supervisors a flexible method for meeting program goals and improving quality of work-life to:

C1.3.1. Provide a distraction-free environment conducive to the accomplishment of project-based work or special assignments (auditing reports, drafting/updating regulations, etc.) that can be accomplished away from the normal duty site;

C1.3.2. Telecommuting can also accommodate employees who otherwise qualify for the Federal Employees Family Friendly Leave Act or Family and Medical Leave Act and/or are unable to physically report to the normal duty site but are capable of performing the duties of their position at home.

C2. CHAPTER 2
RESPONSIBILITIES

C2.1. DIRECTORS.

C2.1.1. Ensure fair and consistent application of this regulation in compliance with governing laws, rules, and regulations.

C2.1.2. Ensure supervisors and employees receive appropriate training and orientation on the provisions of the Telecommuting Program.

C2.2. DIRECTOR FOR HUMAN RESOURCES.

C2.2.1. Develop, establish, and monitor the policies, practices, and procedures governing the DFAS Telecommuting Program.

C2.2.2. Assist sites in planning and managing the DFAS Telecommuting Program in accordance with the guidance in the President's Memorandum (reference (c), and the September 22, 1994, OPM Memorandum (reference (d)).

C2.2.3. Conduct evaluations of the Telecommuting Program, issue updates, and implement improvements as required.

C2.3. DFAS - CUSTOMER SUPPORT UNIT DIRECTORS.

C2.3.1. Provide advice and assistance to supervisors and employees in implementing Telecommuting policies.

C2.3.2. Ensure adherence to the Telecommuting regulation.

C2.3.3. Ensure reporting requirements are met.

C2.3.4. Make employees aware of the Telecommuting Program and services it provides at least once a year.

C2.4. SUPERVISORS.

C2.4.1. Ensure that the expected and required duties are accomplished within defined time frames. Supervisors must be able to communicate well with their employees and measure performance results. Supervisors must establish the following controls over Telecommuting assignments:

C2.4.2. Ensure that DFAS Form 1400, Agreement Between DFAS and Employee Approved for Telecommuting on a Continuing Basis, (see [Figure 3-1](#)) and DFAS Form 1402, Workstation Inspection/Safety Self-Certification Checklist for Home-Based Telecommuters, (see [Figure 3-2](#)) are signed and dated prior to start of the program.

C2.4.3. Issue calling cards to employees who are required to make long distance calls.

C2.4.4. Establish the nature and objective of each task.

C2.4.5. Set deadlines or due dates for each task.

C2.4.6. Evaluate and measure work accomplishments.

C2.4.7. Establish a work schedule for the “at home” work the same as a work schedule is set at the normal duty site to ensure the employee can be contacted at home during duty hours.

C2.4.8. Set status report times or meeting times to review progress of each task; and

C2.4.9. Ensure adherence to the Telecommuting regulation, as well as collective bargaining agreements, and ensure that all reporting requirements are met.

C2.5. EMPLOYEES.

C2.5.1. Mutually develop work agreement with supervisor.

C2.5.2. Adhere to the policies and guidance of the Telecommuting Program.

C2.5.3. Employees may grieve the denial of an opportunity to participate in the Telecommuting Program.

C3. CHAPTER 3

PROCEDURES

C3.1. STRUCTURE OF THE PROGRAM.

C3.1.1. The program is designed to give flexibility in a variety of circumstances. Both the employee and the supervisor must agree to a work agreement developed to meet the requirements as defined by DFAS which will meet the needs of an individual and the organization. Each work agreement must address the following:

C3.1.2. If used to avoid use of sick leave, work must be commensurate with the employee's medical certification. The employee must identify specific tasks that can be performed away from the normal duty site. Each assignment will list the expected duration of the task.

C3.1.3. Specific reporting requirements will be determined to include routine schedules for meeting with higher level management to review work products or new assignments.

C3.1.4. If the employee is physically capable of reporting for duty at the normal duty site on a limited or part-time basis, a schedule will be established to document when the employee will be at the normal duty site. The schedule will include any normal or routine meetings such as staff meetings.

C3.1.5. If used for short term assignment(s), an expected duration of the assignment(s), i.e., an end date at which time the employee can reasonably be expected to return to the normal duty site. This can be extended under circumstances acceptable to the supervisor.

C3.1.6. Consideration of equipment and supplies and assignments for transfer of the equipment and supplies to the home-based office, and whether providing needed equipment and supplies is feasible and cost-efficient.

C3.2. COORDINATION AND APPROVAL.

C3.2.1. A Telecommuting agreement, developed cooperatively between the employee and the supervisor must address the criteria listed above.

C3.2.2. The Telecommuting assignment must be approved in advance by the supervisor. Unresolved disputes over the applicability of the Telecommuting Program will be referred to Business Line managers or senior site representatives and local labor organizations as appropriate.

C3.3. REPORTING REQUIREMENTS. A copy of the DFAS agreement (see [Figure 3-1](#)) will be signed by the supervisor and employee and forwarded to the servicing Customer Support Unit. Other reporting requirements may be required.

C3.4. CRITERIA FOR SELECTION OF PARTICIPANTS.

C3.4.1. Telecommuting is not suitable for all employees or positions. The supervisor must ensure mission requirements are met. Participation is voluntary for both management and the

employee. The position and the employee must be evaluated to determine if such a program is appropriate. Telecommuting is not appropriate for employees who need to be at the worksite to accomplish their work, who require on-the-job training, or who need close supervision. Participants should be organized, disciplined, conscientious self-starters requiring minimal supervision. Their performance appraisal should be at least fully successful. When evaluating the position to determine whether it is suitable for a Telecommuting assignment, supervisors and managers should give consideration to the following:

C3.4.2. Whether a significant portion of the essential duties and responsibilities can be performed outside of the office,

C3.4.3. Whether the position can be restructured to allow for the accomplishment of the requirements of the position at the alternate work site without adverse impact on the organization,

C3.4.4. Whether the position requires “face-to-face” contact with individuals at the work site and the requirements can be met utilizing a Telecommuting assignment:

C3.4.5. What resources and materials are required to perform the duties of the position and can these reasonably be removed and taken home for a short or long term assignment,

C3.4.6. What equipment is necessary to perform tasks at home and would furnishing the equipment be reasonable,

C3.4.7. What travel requirements are in the position that can be performed during the Telecommuting assignment and to what extent is travel required,

C3.4.8. Whether there is an increased security risk if the duties are performed away from the normal duty site; and

C3.4.9. Whether there is adequate return on investment expected in comparing cost and productivity between the Telecommuting site and the normal duty station.

C3.5. SAFETY ISSUES. Each participating employee must sign a DFAS Form 1402, Workstation Inspection/Safety Self-Certification Checklist for Home-Based Telecommuters (see [Figure 3-2](#)) that proclaims the home safe. Employees are responsible for ensuring that their homes comply with health and safety requirements. Home offices must be clean and free of obstruction. The home must be in compliance with all building codes and free of hazardous materials. Before denying an employee’s participation in or rescinding the Telecommuting agreement based on safety concerns, management will solicit the recommendation of the applicable safety officer.

C3.6. ADDITIONAL ISSUES. The following are issues that may arise during the Telecommuting assignment:

C3.6.1. On The Job Injuries Incurred At Home. The Federal Employee’s Compensation Act (reference (e)) provisions and rules continue to cover employees performing official duties at their residence.

C3.6.2. Transportation of Required Supplies, Material and Equipment. Assignments to transport the necessary materials, supplies, and equipment are the responsibility of DFAS. The Government retains ownership and control of materials, supplies and equipment to include hardware, software, data and work products.

C3.6.3. Reimbursement for Utility or Other Expenses. DFAS will not be responsible for any utility costs associated with Telecommuting assignments. If long-distance calls are made, the supervisor should issue a long distance calling card prior to beginning the assignment. In addition, the use of DSN lines is appropriate if practicable.

C3.6.4. Personally Owned Equipment Used at Home During the Assignment. The employee is responsible for the repair of any personally owned equipment and cannot be reimbursed for either the use or repair of such equipment, even if the employee chooses to use the equipment for work purposes. Supervisors will not require the use of personal equipment.

C3.6.5. Homeowners Insurance. Employees are responsible for advising their private insurance companies of their participation in the home work site program and for changes needed in their insurance coverage. Employees who are renters should check their lease to ensure that there is no prohibition against working at home.

C3.6.6. Control of Government Equipment. When an employee uses government equipment at home for a Telecommuting assignment, the employee will sign the necessary document showing that the employee has the responsibility and accountability for the equipment and will only use the equipment for official business; however, DFAS retains ownership of the equipment.

C3.6.7. Repairs of Government-Owned Equipment. DFAS has the responsibility to pay normal repair costs of any Government-owned equipment placed within an employee's home under the provisions of this program. This should be considered when establishing contracts for maintenance of equipment.

C3.6.8. Federal Income Tax Deductions. Employees should consult their tax advisor on questions concerning the tax consequences of the home work site.

C3.6.9. On-Site Supervision. Employees must provide a work area adequate for performance of official duties. Employees may be visited and supervised in their home during Telecommuting assignments. Employees will be given advance notice of site visits.

C3.6.10. Privacy Act Implications. Employees agree to protect Government and DFAS records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a (reference (i)). Care must be taken to ensure that records subject to the Privacy Act are not disclosed to anyone except those who are authorized access in order to perform their duties. When records subject to the Privacy Act are maintained or used by employees working at home, agencies should revise the appropriate record system notices to indicate that the off-site system location is authorized.

C3.6.11. Salary and Benefits. A Telecommuting assignment is not a basis for changing the employee's salary or benefits.

C3.6.12. Time and Attendance. The supervisor will ensure the Telecommuting employee's timekeeper has a copy of the employee's work schedule. Employees must not conduct personal business while in official duty status at the alternative work site, for example caring for dependents or making home repairs. The supervisor should certify the employee's time and attendance on a biweekly basis for hours worked at the normal duty site and at home.

C3.6.13. Overtime. Employees are allowed to work overtime only when officially ordered and approved by the supervisor in advance.

C3.6.14. Leave. Employees must follow established office/negotiated procedures for requesting and obtaining approval of leave.

C3.6.15. Cancellations. The supervisor will allow the employee to resume his or her regular schedule at the normal duty site after notice to the supervisor. DFAS may cancel the Telecommuting assignment and instruct the employee to resume working at the normal duty site.

C3.6.16. Dismissals. A Telecommuting employee may sometimes be affected by an emergency requiring the regular office to close. DFAS should not excuse a Telecommuting employee unless he or she cannot perform work because the regular office is closed. When the regular office and the alternative work-site is affected by a widespread emergency, DFAS will grant the Telecommuting employee excused absence as appropriate. When an emergency affects only the alternative work-site and prevents the employee from working, annual leave, leave without pay, or excused absence may be granted consistent with DFAS' leave policies and practices and the provisions of any applicable bargaining agreement. Leave determinations may be grieved in accordance with the applicable negotiated or administrative grievance procedures.

Agreement Between DFAS and Employee Approved for Telecommuting on a Continuing Basis	
PRIVACY ACT STATEMENT	
AUTHORITY: Public Law 106-346, Section 359, dated October 23, 2000.	
PRINCIPAL PURPOSE(S): Information on this form will be used to determine the eligibility of an employee to participate in the Defense Finance and Accounting Service (DFAS) Telecommuting Program, and to communicate requirements of the program to the employee.	
ROUTINE USE (S): Information on this form may be disclosed to DFAS Human Resources officials, the Department of Defense, and Office of Personnel Management. It may also be used for any of the routine uses published in the OPM/Govt 1 systems notice.	
DISCLOSURE: Voluntary, however, failure to complete the form may result in ineligibility for program participation.	
NAME	OFFICE SYMBOL
VOLUNTARY PARTICIPATION	
Employee voluntarily agrees to work at DFAS-approved alternative workplace indicated below and to follow all applicable policies and procedures. Employee recognizes that the Telecommuting assignment is not an employee benefit but an additional method DFAS may approve to accomplish work.	
TRIAL PERIOD	
Unless unforeseen difficulties require earlier cancellation, employee and DFAS agree to try out the assignment for at least ____ (specify number) months.	
SALARY AND BENEFITS	
DFAS agrees that a Telecommuting assignment is not a basis to change the employee's salary or benefits.	
DUTY STATION AND ALTERNATIVE WORKPLACE	
DFAS and employee agree that the employee's official duty station is: (indicate duty station for regular office).	
The employee's approved alternative workplace is: (specify street and number, city, state and zip code).	
Note: All pay, leave and travel entitlements are based on the official duty station.	
OFFICIAL DUTIES	
Unless otherwise instructed, employee agrees to perform official duties only at the regular office or DFAS-approved alternative workplace. Employee agrees not to conduct personal business while in official duty status at the alternative workplace, for example, caring for dependents or making home repairs.	
WORKSCHEDULE AND TOUR OF DUTY	
DFAS and employee agree the employee's official tour of duty will be: (specify days, hours, and location, i.e. the regular office or the alternative workplace).	
TIME AND ATTENDANCE	
DFAS agrees to make sure the Telecommuting employee's timekeeper has a copy of the employee's work schedule. The supervisor agrees to certify biweekly the time and attendance for hours worked at the regular office and the alternative workplace. (Note: DFAS may require employee to complete self-certification form).	
LEAVE	
Employee agrees to follow established office procedures for requesting and obtaining approval of leave.	
OVERTIME	
Employee agrees to work overtime only when ordered and approved by the supervisor in advance and understands that working overtime without such approval may result in termination of the Telecommuting privilege and/or other appropriate action.	

Figure 3-1. DFAS Form 1400, Agreement Between DFAS and Employee Approved for Telecommuting on a Continuing Basis

EQUIPMENT/SUPPLIES	
Employee agrees to protect any Government-owned equipment and to use the equipment only for official purposes. DFAS agrees to install, service and maintain any Government owned equipment issued to the Telecommuting employee. The employee agrees to install, service and maintain any personal equipment used. DFAS agrees to provide the employee with all necessary office supplies including a telephone credit card where necessary. Employees will not be reimbursed for business related long-distance telephone calls.	
SECURITY	
If the Government provides computer equipment for the alternative workplace, employee agrees to abide by all security provisions.	
LIABILITY	
The employee understands that the Government will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative work-site, except to the extent which the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.	
WORK-SITE	
The employee agrees to provide a work-site adequate for performance of official duties.	
WORK-SITE INSPECTION	
The employee agrees to permit the Government to inspect the alternative workplace during the employee's normal working hours to ensure proper maintenance of Government owned property and conformance with safety standards.	
ALTERNATIVE WORKPLACE COST	
The employee understands that the Government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative work-site, for example, home maintenance, insurance, or utilities. The employee may be issued a calling card for long distance calls. The employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulation.	
INJURY COMPENSATION	
Employee understands he or she is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the alternative workplace. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace and to complete any required forms. The supervisor agrees to investigate such a report immediately.	
WORK ASSIGNMENT/PERFORMANCE	
Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee's performance plan. The employee agrees to provide regular reports if required by the supervisor to help judge performance. The employee understands that a decline in performance may be grounds for canceling the alternative workplace assignment. Employees will promptly inform supervisors whenever any problems arise which adversely affect their ability to perform work at home. Examples could include situations such as equipment failure, power outages, Telecommunication difficulties, etc.	
DISCLOSURE	
Employee agrees to protect Government/DFAS records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.	
STANDARDS OF CONDUCT	
Employee agrees he or she is bound by agency standards of conduct while working at the alternative work-site.	
CANCELLATION	
DFAS agrees to let the employee resume his or her regular schedule at the regular office after notice to the supervisor. Employee understands that DFAS may cancel the Telecommuting assignment and instruct the employee to resume working at the regular office. DFAS agrees to follow any applicable administrative or negotiated procedures.	
OTHER ACTION	
Nothing in this agreement precludes DFAS from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provision of this agreement.	
EMPLOYEE'S SIGNATURE	DATE (YYYYMMDD)
SUPERVISOR'S SIGNATURE	DATE (YYYYMMDD)

Figure 3-1 (continued)

WORKSTATION INSPECTION/SAFETY SELF-CERTIFICATION CHECKLIST FOR HOME-BASED TELECOMMUTERS	
PRIVACY ACT STATEMENT	
AUTHORITY: Public Law 106-346, Section 359, dated October 23, 2000.	
PRINCIPAL PURPOSE (S): Information on this form will be used to determine the eligibility of an employee to participate in the Defense Finance and Accounting Service (DFAS) Telecommuting Program, and to communicate requirements of the program to the employee.	
ROUTINE USE (S): Information on this form may be disclosed to DFAS Human Resources officials, the Department of Defense, and Office of Personnel Management. It may also be used for any of the routine uses as published in the OPM/Govt 1 systems notice.	
DISCLOSURE: Voluntary, however, failure to complete the form may result in ineligibility for program participation.	
NAME	OFFICE SYMBOL
DUTY STATION ADDRESS	
BUSINESS TELEPHONE	TELECOMMUTING COORDINATOR
ALTERNATE DUTY STATION ADDRESS	
DESCRIBE THE DESIGNATED WORK AREA AT THE ALTERNATE DUTY STATION	
DESIGNATED TOUR OF OFFICIAL DUTY	
CHECKLIST	
The following checklist is designed to assess the overall safety of the alternate duty station. This checklist can be used as a self-certification checklist, or can be completed by the supervisor, team leader, or other designated inspector.	
I. WORKPLACE ENVIRONMENT	
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining employee's normal level of job performance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are all stairs with four (4) or more steps equipped with handrails?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Do circuit breakers clearly indicate if they are in the open or closed position?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Is all of the electrical equipment free of recognized hazards that would cause physical harm? (Frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Will the building's electrical system permit the grounding of electrical equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Do chairs have any loose casters (wheels) and are the rungs and legs of chairs sturdy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Figure 3-2. DFAS Form 1402, Workstation Inspection/Safety Self-Certification Checklist for Home-Based Telecommuters

11. Is the office space neat, clean, and free of excessive amounts of combustibles?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. Are carpets well secured to the floor and free of frayed or worn seams?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14. Is there enough light for reading?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
II. COMPUTER WORKSTATION		
1. Is the chair comfortable?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Does the employee know how to adjust the chair?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Is the employee's back adequately supported by a backrest?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. When seated are the employee's feet on the floor or a footrest and are the thigh's parallel with the floor?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Is the employee satisfied with the placement of the screen and keyboard?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Is it easy to read the text on the screen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Does the employee need a document holder?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. Does the employee have enough legroom at the desk?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. Is the screen free from noticeable glare?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. Is the top of the screen paralleled or slightly above a level gaze when the employee is seated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11. Is there space to rest the arms while not keying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12. When keying, are the forearms parallel with the floor?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. When using the keyboard, is the employee's wrist posture neutral when keying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14. When using the mouse, is excessive reach and arm extension avoided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15. If you answer No to any of these questions, you are required to see the Safety Officer before the Telecommuting Agreement is signed.		
TELECOMMUTER SIGNATURE	DATE (YYYYMMDD)	
TELECOMMUTER EMPLOYEES MUST PROVIDE THEIR SUPERVISORS A SIGNED COPY OF THIS FORM BEFORE THEY BEGIN TO TELECOMMUTE. SUPERVISORS WILL PROVIDE COPIES OF THE FORM TO THEIR TELECOMMUTING COORDINATOR AND SAFETY OFFICE.		

Figure 3-2 (continued)