

## D.C. DEPARTMENT OF HUMAN RESOURCES

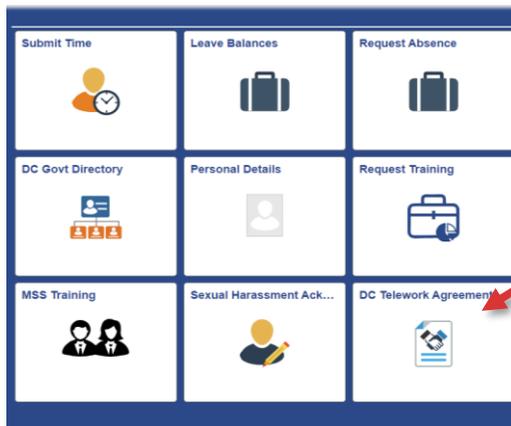
### INSTRUCTIONS ON HOW TO SUBMIT THE DC TELEWORK AGREEMENT

The steps below provide instructions on how to successfully complete and submit the electronic DC Telework Agreement. This form should be completed on an annual basis and will be effective for one year from the date of submission, pending approval.

Please read each step carefully to ensure proper submission.

#### Step 1: Navigation

Log into your PeopleSoft and click the **DC Telework Agreement** or use the NavBar  → Navigator → Self Service Personal Information → DC Telework Agreement.



#### Step 2: Verify your address.

The system will populate your home address based on your PeopleSoft record. If this address is incorrect, select **No** and return to the ESS home page and submit an address change by selecting the NavBar → Navigation → Self Service → Personal Information → Address change (USF).

#### Step 3: Design your request.

The District provides various telework and alternate work schedule options that have the potential to be combined. **You may not combine routine telework with any compressed option.** An employee may choose routine telework along with a flexible work schedule or a flexible work schedule alongside a compressed schedule. **Combinations are also subject to manager and agency approval.**

[Click Here](#) to review descriptions of the Telework and Alternative Work Scheduling (AWS) options located on pg.2.

#### Step 4: Select Yes/No for Situational Telework.

The system will give you the option to select **Yes or No** on this question. Click on your desired radio button.

#### Step 5: Select Yes/No for Flexible Work Schedule.

The system will give you the option to select **Yes or No** on this question. Click on your desired radio button.

#### Step 6: Select Telework/Compressed Work Schedule (4 Options).

From the drop-down menu, select one of the four Work Schedule Options. You must also select the option of a 30-minute or 60-minute lunch break. **Keep in mind that the total hours worked per pay period must add up to 80 hours. Please note the system will not allow you to submit a form that totals less than 80 hours.**

- Select **None** if you only want to request situational telework and/or a flexible work schedule and advance to Step 6.
- Select **Telework (Routine)** to **telework only one (1) day out of the week**. Next, select the days you wish to telework for each week in the pay period, as well as the desired start and end times for your tour of duty (**see screenshot on pg.**

Please note the system will not allow you to submit a request that has more than one day of telework in a single week.

- **Select Compressed Option 1** for a nine-day work schedule alternating between eight 9-hour shifts and one 8-hour shift per pay period totaling 80 hours. Specify your working days and preferred start and end times for your tour of duty.
- **Select Compressed Option 2** for a eight-day work schedule, with four 10-hour shifts per week per pay period totaling 80 hours. Specify your working days and preferred start and end times for your tour of duty.

**Step 7: Read the Attendance Statement and Review and/or update your Resources Required section.**

Please read the Attendance Statement and review your Resources Required section. This section will help you determine if you the supplies you need to work from home. Make your desired selections using the drop-down menus and advance to the next step.

**Step 8: Submit your Application for Approval.**

After completing the form, click "**Submit for Approval**" at the bottom of the page. You can also click "**Save**" to make changes before submission. Once submitted, you'll get a confirmation email to your DC Gov email. Your manager will review the request. If approved, you'll receive the telework agreement as a PDF via email. You can print it from the Telework & Alternate Work Schedule Application page. If denied, use the email link to see your application and review comments. **You can reapply, but if denied on the same day you submitted your application, you must wait until the next day to reapply.**

**Work Schedule Descriptions**

Telework Options	
<b>Telework (Routine)</b>	DPM §1211.1 defines telework as "an arrangement in which an employee routinely, during a declared emergency (if directed to do so), or in situational cases as specified in this section, performs officially assigned duties at his or her home address of record."
<b>Situational Telework</b>	As defined in DPM §1211.8, situational telework is when an employee may periodically request authorization to telework on a temporary basis for specific circumstances.
<b>Flexible Work Schedule</b>	A type of alternative work schedule (AWS) where employees can determine their own schedule within the designated hours (core hours) set by the employment agency (§1209.2).
<b>Compressed Option 1</b>	As provided by §1208.1, a compressed work schedule is a type of alternative work schedule (AWS). Option 1 is a <b>nine-day per pay period work schedule</b> . Employees may work five days one week and four days the next, within a single pay period, for nine days total. With this schedule, employees will work eight 9-hour shifts and one 8-hour shift during the pay period for a total of 80 hours, bi-weekly (§1210.2).
<b>Compressed Option 2</b>	As provided by §1208.1, a compressed work schedule is a type of alternative work schedule (AWS). Option 2 is a <b>eight-day per pay period work schedule</b> . Employees will work four 10-hour shifts per week for a total of 80 hours, bi-weekly (§1210.2).

[Click Here](#) to view the DC Telework Employee Policy video!