

IBC Remote Work Terms and Expectations

This document is intended for prospective employees, highlighting policies that may have an impact on a decision to accept a remote work position with IBC.

On-boarding employees will be required to sign an IBC Remote Work Agreement (see Appendix A for agreement certification items) as part of their pre-employment paperwork. A full copy of the IBC Remote Work Handbook will be shared along with the agreement at this time.

What is remote work?

Remote Work is an arrangement in which an employee is scheduled to perform work within or outside of the commuting area of an agency worksite and is not expected to report to the agency worksite on a regular and recurring basis. For a remote worker, the approved remote worksite is the employee's official duty station for location-based pay entitlements (e.g., locality payments and cost-of-living allowances) even if that location is their home. Unlike a teleworker, a remote worker is not required to report to an IBC worksite at least two days per biweekly pay period.

What is IBC's eligibility criteria for remote work?

In general, employees eligible for remote work arrangements must:

- Be able to accomplish work without close on-site supervision or continual in-person interaction with other staff;
- Maintain a performance rating of Fully Successful or higher;
- Have had no official disciplinary action, e.g., written reprimand, suspension, removal, reduction in grade/pay taken against them in the last two years.

Performance and conduct from previous employment will be considered for prospective employees. If information is identified from previous employment within the last two years that would make an employee ineligible for remote work after they started working at IBC, the remote work arrangement may be terminated.

Does a remote worker have to complete any training to maintain eligibility for remote work?

Although remote employees are not teleworkers and do not fall within the DOI Telework Policy, there are many similarities in expectations and responsibilities. Both the remote worker and the supervisor must complete the role-based telework training (Telework Fundamentals- Employee Training or Telework Fundamentals- Manager Training). New employees will have 30 days from the time they start to complete the training.

Will IBC require a remote worker to report to the office or other worksite on an occasional basis?

IBC has the right to require a remote worker to report to a specified IBC office or other site on an occasional basis as needed based on mission and/or operational requirements. The employee will be provided as much advanced notice as possible.

Employees within the commuting area (i.e., within a 50-mile radius of the agency worksite) will be reimbursed local travel expenses (e.g., mileage, mass transit expenses, parking) when required to report to a specified IBC office or other sites. Optional visits to the IBC worksite will not be reimbursed.

Employees outside of the commuting area (i.e., more than a 50-mile radius from the IBC worksite) are entitled to reimbursement of authorized travel expenses in accordance with GSA travel regulations. Optional visits to the IBC worksite will not be reimbursed.

What hours are a remote worker expected to work?

Remote work is to be performed during established work hours agreed to by the employee and supervisor. Remote workers are expected to follow DOI and IBC attendance and leave policies. No work is to be performed between 6:00 p.m. and 6:00 a.m. or on weekends or holidays unless prior authorization is received, or an alternative work schedule is approved.

Does a remote worker need a dedicated workspace?

The employee is required to designate an area in their remote worksite as the official workstation. The space for working at home should be a separate space that is adequate to perform the employee's official duties. At a minimum, an employee must have access to high-speed internet; be able to send, receive and respond to electronic mail and instant messaging chats and participate in video conferencing, as applicable; and communicate via telephone.

All remote workers must complete the Remote Worksite Safety Checklist (contained within the IBC Remote Work Agreement (Recruitment), see Appendix A) prior to starting remote work.

Remote workers may be covered by the Federal Employees' Compensation Act for an on-the-job injury or occupational illness sustained while conducting official Government business at the remote worksite. Employees must inform their immediate supervisor of any on-the-job injury or occupational illness sustained at the remote worksite at the earliest time possible and provide their supervisor all relevant medical documentation related to the injury or illness.

With advance notice of at least 24 hours, the supervisor or designee has the right to inspect the remote work location before the remote work arrangement begins and at periodic intervals to ensure that the workspace is safe, and all equipment is adequately installed and performing properly. IBC has the right to rescind a remote work arrangement based on safety problems in the home office.

What equipment/supplies is provided to remote workers?

IBC will provide an office set up, i.e., a government-furnished laptop, monitor(s), keyboard, docking station, and web camera. Additional equipment and supplies may be requested by the employee. Equipment and supplies should be deemed necessary for the performance of the employee's assigned duties, reasonably available, cost effective, and subject to availability of funding. IBC agrees to service and maintain any GFE issued to the remote worker.

Payment for general office supplies may be approved by the supervisor. Payment for additional equipment, outside of the office set up identified above and as deemed necessary/appropriate, must be approved by the directorate head, and documented on the IBC Remote Work Agreement (Recruitment).

IBC assumes no responsibility for any costs associated with the employee's home residence, including home maintenance, insurance, utilities, internet access, and telecommunication costs.

What are remote worker expectations with regards to communication and camera usage?

Supervisors will communicate clear expectations regarding methods of communication (time frames for responding to emails and chats, returning phone calls), meeting attendance, duty hours, and requesting leave. These will all generally be the same as if the employee were in the office.

In order to ensure effective internal and client communications, employees working under a remote work arrangement are required to have a functioning accessible web camera and are required to use the camera in virtual meetings, except under limited circumstances.

How is performance and conduct of remote workers handled relative to non-remote workers?

Supervisors are responsible for evaluating remote workers and non-remote workers under the same performance management system and ensuring that remote workers are afforded the same professional opportunities, assignments, and treatment with regard to duties assigned, periodic appraisal of employee performance, awards, training and developmental opportunities, career ladder promotions, promotions, and retention incentives as non-remote workers. A supervisor must treat remote workers and employees working in the office the same, e.g., supervisor cannot ask remote workers to provide a list of activities performed if not asking the same of employees in the office.

If a remote worker's performance declines or conduct issues are identified, the same process used to address declining performance and misconduct of non-remote workers will be followed as identified in accordance with IBC policies and procedures.

What is IBC's policy on dependent care while an employee is performing remote work?

Remote workers are expected to use their time performing official duties as if they were in a DOI owned/leased worksite. Childcare, day care, elder care, or any other type of dependent care must not interfere with the ability to work effectively. A dependent is permitted in the remote location, provided they do not require constant supervision or care, e.g., older child or adolescent, and their presence does not disrupt the ability to work effectively.

If a remote worker cannot arrange for appropriate dependent care because of a weather or emergency event affecting the remote worksite, any time spent providing personal care to dependents cannot be considered hours of work. The employee is expected to accurately account for work and non-work hours during the employee's tour of duty and to take the appropriate leave (paid or unpaid) to account for any time spent away from normal work-related duties during the employee's scheduled tour of duty.

What happens if there is an emergency at the remote worker's official worksite?

When a remote worker knows in advance of a situation that would preclude working at the remote worksite, the employee must request leave. When an emergency affects the remote worksite and the employee cannot perform work for any reason beyond their control, e.g., loss of power, the employee must notify the supervisor immediately. The supervisor should determine action on a case-by-case basis. The supervisor may offer the option of taking leave, using compensatory time or credit hours, or granting the remote worker Weather and Safety Leave in accordance with Departmental guidelines.

How often is a Remote Work Agreement reviewed?

While a remote work agreement may be reviewed at any time, all remote work arrangements will be reviewed annually by the employee or supervisor. Minor changes must be documented (e.g., additional equipment), and significant changes (e.g., change in remote work location lasting more than one pay period) require a new request and approval.

Under what conditions can a remote work arrangement be terminated?

The employee or supervisor (with input from the supervisor chain), may terminate the remote work arrangement at any time if it no longer meets the needs of the employee, for a decline in performance or productivity, for misconduct, for non-compliance with the terms of the remote work agreement, or for any other business or mission related reasons.

For management-initiated terminations, the employee must receive advanced written notification of the decision to terminate the remote work arrangement at least 90 days before the effective date of the termination. The employee will have the option to work at the DOI owned/leased facility directed to or terminate employment with IBC. If the DOI owned/leased worksite is outside of the employee's commuting area (i.e., more than a 50-mile radius from the IBC worksite) and the termination of the

agreement is for business/mission related reasons, IBC may be required to cover applicable expenses such as moving expenses if the employee accepts the directed reassignment. If the termination of the arrangement is for a decline in performance or productivity, for misconduct, or for non-compliance with the terms of the remote work agreement, the employee is responsible for any expenses incurred associated with a move to a DOI owned/leased worksite.

For employee-initiated terminations of remote work arrangements, such requests must be made in writing to the supervisor with advance notice of at least 90 days, generally. IBC will attempt to find space at the requested DOI owned/leased facility. IBC will not pay relocation expenses related to employee-initiated termination of a remote work arrangement; the employee is responsible for any expenses incurred associated with a move to a DOI owned/leased worksite.

Appendix A- IBC Remote Work Agreement (Recruitment) Certification Items

- ☐ I certify that I have read the IBC Remote Work Handbook and will comply with the requirements.
- ☐ I certify I have completed the required [Telework Fundamentals- Employee Training](#), or if new to DOI, I understand I must complete this training within 30 days of receiving access to DOI Talent.
- ☐ I understand all pay entitlements are based on the official worksite identified above. I understand that the annual salary (including locality) for my official remote worksite is \$ [redacted] as of [redacted] (month, date, year). I understand I am responsible for reviewing my Leave and Earnings Statement and ensuring the accuracy of the information. Furthermore, I understand if I am moving to a new remote work location my benefits and state/local taxes may be impacted, and I am responsible for making any changes via Employee Express. Furthermore, I understand if I plan to move to a new remote work location in the future, I must first submit a request and understand this may impact pay if it is in a different pay locality.
- ☐ I understand all costs associated with a move to a new official worksite are the responsibility of the employee.
- ☐ If the work conducted under this agreement does not meet management's expectations, e.g., due to a decline in performance or productivity, misconduct, non-compliance with the terms of this agreement, I understand I will be given at least 90 days' notice before the effective date to move to a DOI owned/leased facility as identified by IBC, or I agree to voluntarily separate at the time freely, and without coercion. I understand that I will be responsible for relocation expenses if directed to move to a regular worksite based on a decline in performance, for misconduct or an employee-initiated request.
- ☐ I understand that this will be reviewed annually, though it can be reevaluated at any time by the employee or supervisor. Minor changes must be documented (e.g., additional equipment), and significant changes (e.g., change in remote work location lasting more than one pay period) require a new request and approval.
- ☐ I understand if information is identified from previous employment within the last two years that would make me ineligible for remote work after I started working at IBC, the remote work arrangement may be terminated.
- ☐ I understand I am required to use my web camera in virtual meetings, except in limited circumstances.
- ☐ I understand the only costs for which my organization will be responsible for paying include a government-furnished laptop, monitor(s), external web camera, keyboard, mouse, docking station, general office supplies, travel expenses for required temporary duty away from the official worksite and local travel expenses as outlined in the IBC Remote Work Handbook, and any additional expenses or equipment listed below in "Additional Comments".
- ☐ I understand I must return all government furnished equipment to IBC in the event of my separation.

Remote Worksite Safety Checklist

LIST OF ITEMS/CONDITIONS TO INSPECT	YES	NO	N/A
Type an X in the appropriate column for each question.			
1. Is the workspace free of asbestos-containing materials?			
2. If asbestos-containing material is present, is it undamaged and in good condition?			
3. To the extent it can be determined, is the work area free of indoor air quality problems?			
4. Is the space free of noise hazards?			
5. Are temperature, noise, ventilation, and lighting adequate for your normal level of job performance?			
6. Is all electrical equipment free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls or doorways, exposed wires fixed to the ceiling, etc.)?			
7. Is the Government Furnished Equipment, e.g., laptop, protected with a surge suppressor?			
8. Will the building's electrical system permit the grounding of electrical equipment?			
9. Are file cabinets and storage closets arranged so drawers and doors do not open into hallways?			
10. Are the phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?			
11. Is there a smoke detector in or near the work area?			
12. Is adequate ventilation present for the desired occupancy?			
13. Are the casters or wheels on the chair sturdy?			
14. Are the rungs and legs of chairs sturdy?			
15. Is the office space neat, clean, and free of excessive amounts of combustibles?			
16. Is your chair adjustable?			