



**NUMBER:** Directive 1080.2

**SUBJECT:** Telework Program

**DIRECTIVE OWNER:** Office of Human Resources Management (EXHR)

**EFFECTIVE DATE:** March 3, 2025

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1. **PURPOSE.** This directive provides policy for the telework program at the U.S. Consumer Product Safety Commission (CPSC). Telework serves to permit mission critical requirements for Continuity of Operations due to emergencies, inclement weather, or other rare instances that meet a compelling agency need. Telework may also be approved for employees based on a qualifying medical condition or other special, compelling circumstance approved by the Telework Review Board or as a reasonable accommodation approved through the process outlined in Directive 0980.3.
2. **AUTHORITY.**
  - a. Presidential Memorandum 2025-01907, *Return to In-Person Work*, dated January 20, 2025.
  - b. OPM Guidance on Presidential Memorandum *Return to In-Person Work*, dated January 22, 2025.
  - c. Public Law (P.L.) No. 111-292, Telework Enhancement Act of 2010, dated November 18, 2010.
  - d. P.L. No. 106-346, § 359, dated October 23, 2000; P.L. No. 105-277, Omnibus Appropriation Action, Title IV, §630, dated October 21, 1998.
  - e. 2021 Guide to Telework and Remote Work in the Federal Government, Office of Personnel Management (OPM), dated November 2021.
  - f. OPM Government-Wide Dismissal and Closure Procedures dated December 2022.
  - g. 5 CFR part 630, subpart P, Weather and Safety Leave.
  - h. CPSC Continuity of Operations Plan (COOP) dated January 26, 2023.

3. **SCOPE.** This order applies to all employees who are eligible to participate under the conditions set forth in this policy. Participation by employees in the Agency's telework program is voluntary. The Agency telework program provides access to telework, as permitted by the Office of Personnel Management (OPM) guidance. Employees will be allowed to participate to the extent described in this policy in accordance with OPM guidelines, so long as they meet the requirements, and do not demonstrate diminished performance.
4. **DEFINITIONS.**
- a. *Administrative Closing:* The closing of federal offices when hazardous weather or other emergency situations dictate that offices should be closed for a portion of a workday or the entire workday.
  - b. *Agency Worksite.* The Federal agency location where work activities are based, generally considered the location of the employee's assigned organization. The term *regular worksite* is also used to describe agency worksite.
  - c. *Alternative Worksite:* An employee's approved telework site where individuals perform official duties, other than the agency worksite. For most employees, the alternative worksite will be their home.
  - d. *Continuity of Operations Plan (COOP):* A plan that ensures CPSC can continue to perform mission-essential functions in the event of an emergency, including, but not limited to, localized acts of nature, accidents, and technological or cyber-related attacks.
  - e. *Ad hoc Telework for Emergency/Inclement Weather:* A type of situational telework during emergency/weather situations determined by OPM, acceptable regional authorities, or as an integral part of CPSC's COOP. Employees must be telework-ready and obtain approval from their supervisor.
  - f. *Official Worksite:* The duty station (city, county, and state) in which an employee's position is located (normally agency worksite) and where they regularly perform work.
  - g. *Regular, Recurring Telework:* Telework on a scheduled, ongoing basis that reflects a specific work schedule that identifies the specific day(s) and the time that the employee is approved to work at an alternative worksite for short term medical reasons or other special circumstance approved by the Telework Review Board, or as an approved reasonable accommodation.
  - h. *Situational Telework:* Telework on an occasional, non-routine, irregular basis for an emergency, inclement weather, or other rare instances that meet a compelling agency need.

- i. *Telework*: A flexible work arrangement in which an employee, under a written telework agreement, is scheduled to perform the duties and responsibilities of the employee's position at an approved worksite other than their official worksite.
- j. *Telework Agreement*: An approved written agreement required for all telework arrangements which outlines the terms and conditions under which the employee may perform work at an alternative worksite.
- k. *Telework-Ready*: An approved telework program participant who: (a) possesses the appropriate equipment at the alternative worksite, and (b) has sufficient work that can be performed at the alternative worksite for all (or a portion of) the employee's regularly scheduled tour of duty.

## 5. RESPONSIBILITIES.

- a. *Deputy Executive Director for Operations Support*. The Deputy Executive Director for Operations Support is responsible for establishing the CPSC Telework Program, coordinating the Telework Review Board (TRB), and evaluating the program annually to determine effectiveness.
- b. *Director, Office of Human Resources Management (EXHR)*. The Director of EXHR is responsible for:
  - 1) Serving as the Telework Managing Officer (TMO);
  - 2) Administering and coordinating the Telework Program and designating the CPSC Telework Coordinator;
  - 3) Developing and overseeing the implementation of CPSC's policy on telework;
  - 4) Advising agency leadership;
  - 5) Ensuring that annual telework reports are submitted to OPM;
  - 6) Using information and data on telework to support the strategic management of human capital;
  - 7) Setting any applicable agency-wide goals and criteria for telework participation;
  - 8) Serving as a resource for agency employees and managers; and
  - 9) Serving as the Agency's primary point of contact for OPM on telework matters.
- c. *Telework Review Board (TRB)*. The TRB is responsible for the final approval or disapproval of the requests for exceptions to the policy and employee eligibility reconsideration/review requests. A minimum of three

individuals must convene to approve/disapprove a request. The TRB will consist of the following individuals or their designees: the Executive Director or a Deputy Executive Director; the Telework Managing Officer or the Telework Coordinator; the Assistant/Associate Executive Director or Office Director (AED/OD) of the requesting office; and as appropriate, on a case-by-case basis, the following individuals may participate in the TRB: Chief Information Officer; Director of Facilities Services, Chief Financial Officer or Director, the General Counsel or Assistant General Counsel for the Division of General Law.

- d. *Agency Telework Coordinator.* The Telework Coordinator is responsible for:
- 1) Providing training, advice, and policy guidance to supervisors, managers, and employees on the telework program, documentation, and records;
  - 2) Conducting technical review of telework agreements and related forms for completeness, and contacting the employee or supervisor to discuss any issues;
  - 3) Maintaining telework records;
  - 4) Recommending any applicable agency telework goals and policy decisions;
  - 5) Analyzing telework data and preparing telework reports;
  - 6) Updating data systems to reflect position and employee telework status.
- e. *Supervisors and Managers.* Supervisors and managers are responsible for:
- 1) Identifying and recommending to their AED/OD telework eligibility for employees, based on established criteria;
  - 2) Approving and forwarding employee telework packages to the employee's second-level manager for concurrence/denial. If the request is denied the supervisor must provide the reasons for the denial and submit a copy of the denial to the Telework Coordinator;
  - 3) Reviewing, signing, and submitting employee telework agreements to EXHR at least every two (2) years;
  - 4) Reviewing telework eligibility designation when taking any personnel action;
  - 5) Completing supervisory telework training prescribed by the Agency within 14 days of appointment to a supervisory position and as assigned;

- 6) Discussing the Telework Agreement with the employee before the Agreement is signed;
- 7) Working to resolve any challenges to satisfying the terms of the Agreement that may occur;
- 8) Clearly defining and communicating work assignments and expectations to all employees; and providing regular and frequent review of the work of employees to ensure they meet performance requirements;
- 9) Approving or disapproving individual requests for situational telework, including emergency/inclement weather telework;
- 10) Setting work schedules, in accordance with agency policy and any applicable negotiated bargaining agreements, to ensure that an employee's time and attendance can be properly certified (including with the appropriate telework indicator), and appropriately managing employee's work hours, credit hours, overtime, or compensatory time. Ensuring any teleworking employee is engaged in office meetings and activities (for example, staff meetings, office and agency functions, onsite training opportunities);
- 11) Investigating any report of an employment-related incident sustained by the employee at the alternative worksite;
- 12) Initiating the termination of a telework arrangement when the employee's performance declines below the Fully Successful level or is diminished due to telework, or when the employee fails to meet the terms of the agreement, or the overall effectiveness of the mission of the office is affected adversely;
- 13) Understanding the CPSC's emergency plans and management's role in executing the plan and communicating expectations to employees under these plans; and
- 14) Treating teleworkers similarly to non-teleworkers for appraisal, promotion, training, and work requirements.

**f.** *Assistant/Associate Executive Director (AED)/Office Director (OD).*  
AED/ODs are responsible for:

- 1) Providing a second-level review of employee telework eligibility decisions;
- 2) Ensuring implementation of the program, without adverse impact on employee or organizational performance;

- 3) Evaluating the impact of the program on the efficiency and effectiveness of work operations within their organizations, and providing input directly to the Telework Managing Officer;

**g. Employees.** Participating employees are responsible for:

- 1) Completing and adhering to all the provisions of all required telework forms within the Telework Application System (*Telework Agreement, Terms and Conditions, Home Office Safety Checklist, and CPSC Telework Equipment & Acceptable Use Service Level Agreement*);
- 2) Submitting a new telework agreement with informational changes or a Telework Agreement Amendment form, as needed (e.g., change of address, position, telework day) as well as renewing the Telework Agreement every 2 years;
- 3) Adhering to all telework personnel policies and procedures;
- 4) Repairing and maintaining any personally owned equipment used at the alternative worksite;
- 5) Ensuring that their alternative worksite complies with the *Home Office Safety Checklist*;
- 6) Ensuring that a proper work environment is maintained at the alternative worksite. Making sure dependent care arrangements do not interfere with work performance at the alternative worksite;
- 7) Completing the required telework program training;
- 8) Being familiar with CPSC's emergency plans (COOP, Pandemic, Weather, etc.);
- 9) Adhering to hours of work policies, in accordance with the Telework Agreement and established Agency policies;
- 10) Complying with OPM regulations and Agency policies for requesting approval of leave and unscheduled telework; and
- 11) Complying with all government laws and regulations and Agency policies while teleworking.

**6. PROCEDURE.**

- a. **Position Eligibility.** All CPSC positions will be eligible for situational and ad hoc telework.
- b. **Employee Eligibility.** Participation in telework is voluntary. Employees wishing to participate are not entitled to telework and must meet the

following requirements to participate:

- 1) Current employees' most recent annual Rating of Record must be at least at the Fully Successful level. New employees must be evaluated as performing at an acceptable level of competence (equivalent to at least Fully Successful) for at least 90 days prior to requesting to participate in the telework program.
- 2) The employee is not on an Opportunity Period Plan. If an employee served and successfully completed an Opportunity Period Plan, the performance level must be sustained at the Fully Successful level for at least 90 days following the opportunity period.
- 3) The employee must not have been the subject of a disciplinary action for a minimum of 3 months or an adverse action for a minimum of 6 months prior to the date an employee submits a request for telework to a supervisor. Based on the nexus and the specific facts and circumstances of the misconduct, the deciding official may determine the timeframe for telework ineligibility, but the total length of ineligibility should not exceed 2 years.
- 4) Two categories of employees shall not be eligible to telework under any circumstances: an employee who has been officially disciplined for being absent without permission for more than 5 days in any calendar year, and an employee who has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography, including child pornography, on a federal government computer, or while performing official federal government duties.
- 5) The employee must have adequate workspace, and access to high-speed Internet service and utilities at the alternative worksite suitable for performing work.

**c. Types of telework.**

- 1) **Situational telework.** This is telework performed on a rare, situational basis where an employee has critical work assignments that need to be completed but an unforeseen personal situation prevents them from coming to the worksite. For example, an employee may have an issue with their personal vehicle, a critical unscheduled home repair, or may be recovering from a contagious illness but able to perform work. Supervisors should approve these requests only when telework is beneficial to the agency and the approval of leave to cover these absences would positively impact critical work. Situational telework of this nature should be a rare occurrence and is limited to a maximum of 24 times in a calendar year. One workday or any portion of a workday granted for this purpose is counted as one (1) instance toward the annual maximum.

- 2) **Ad hoc telework for Emergency/Inclement Weather.** This is a type of ad hoc telework that is performed during emergency or inclement weather situations, as determined by OPM, acceptable regional authorities, or as part of CPSC's COOP. Employees must be telework-ready and obtain approval from their supervisor to telework when *unscheduled telework* is announced. When a *closed* status is announced, all telework approved employees must telework or take appropriate leave. Telework for emergency/inclement weather purposes are not counted towards the situational telework annual maximum.
- 3) **Regular, recurring telework.** This is telework performed on a routine, regular, and recurring basis that reflects an approved work schedule that identifies the specific day(s) and times that the employee will work at the agency worksite and the alternative worksite. This is only available for short-term medical reasons other special circumstance approved by the Telework Review Board or as a reasonable accommodation for a disability.
- 4) **Short-term telework for medical.** Employees may be granted approval to telework up to full-time for 6 months or less for specified reasons related to their short-term medical condition. A supervisor should review the employee's request and recommend approval to their AED/OD. If the AED/OD concurs, the request should be forwarded to the Telework Coordinator in EXHR for agency review. The Telework Coordinator will notify the supervisor and employee if their request is approved, the duration of the approval, and instructions for completing the timesheets. Employees seeking approval for such telework must utilize a request form provided by EXHR and include specific, detailed medical documentation signed by a medical professional that indicates the prognosis, diagnosis, specific timeframe of the medical condition that prohibits them from reporting to work and a statement that the employee is physically able to work from the alternative worksite. Short term medical telework does not involve a change to the employee's regular worksite. Requests to telework as a reasonable accommodation for a qualified individual with a disability are handled under CPSC's Reasonable Accommodation policy.

- d. **Participation.** Agencies are required to notify employees of their eligibility to telework. Participation in telework is voluntary but once an employee enters a telework agreement, there may be times that the employee will be obligated to work from an alternative worksite location. Employees who meet the requirements may request to participate in telework. All CPSC employees and supervisors are required to complete telework training prior to starting telework and as assigned. Employees are not authorized to telework until the telework package is signed by their supervisor and second level manager and reviewed by the Telework Coordinator. In



addition to training, the employee must:

- 1) Have a written telework agreement in place that specifies the terms and conditions of program participation, performance expectations, and a work schedule for each day. The telework agreement template is located in and must be submitted through the Telework Application System.
- 2) Complete, submit, and obtain approvals on a telework package in the Telework Application System including: *Home Office Safety Checklist*, *Telework Agreement*, *Terms and Conditions*.
- 3) Be able to provide an appropriate alternative worksite location that:
  - Has adequate space, utilities, and safety features that meet the requirements of the *Home Office Safety Checklist*;
  - Other than a laptop computer provided by the agency, has all necessary equipment that enables the employee to perform a full range of functions of their position including high-speed Internet access sufficient to access mail, softphone, web-based applications, and other applications that are as productive as working on-site; and
  - Has the ability to make and receive phone calls.
- 4) The Telework Coordinator will conduct a technical review of the telework package and send a notification to the employee and the supervisor when the review is completed, and the employee is approved for telework. . The Telework Coordinator will update the employee's telework status in the personnel system and provide guidance on the proper coding of telework in the time and attendance system.

**e. Modification or Termination of Telework Agreements; Denial of a Telework Request.**

- 1) Telework participants are required to renew telework agreements every 2 years. Agreement must also be reviewed when certain elements of their job change. Those elements include: promotion, reassignment, reclassification, transition to a new role, a change in telework type, or change in supervisor. In addition, the telework agreement should be updated when the telework location changes (e.g., moving to a different personal residence). Employees with agreements that require updating are not authorized to telework. A change in a telework type, work schedule, telework days, or tour of duty that will last more than 30 days requires submission of a *CPSC Telework Agreement Amendment*. The amendment form should be completed by the employee, approved by the supervisor, concurred by the second level manager, and submitted to the Telework

Coordinator for technical review as soon as feasible, but prior to the start of any new telework arrangement. A permanent change to the alternative worksite will require an employee to submit a new *Telework Agreement* and *Home Office Safety Checklist*. The employee should submit forms at least 14 calendar days before any change or expiration.

- 2) Either the supervisor or the employee may terminate a telework agreement. If the supervisor determines that the telework arrangement must be terminated, he/she must provide written notice to the employee and the Telework Coordinator, which must include the date of the notice and the reasons for termination. If the employee terminates their telework agreement, he/she must provide written notice to their supervisor and the Telework Coordinator, which must include the date of termination and the reasons. If an employee voluntarily terminates the agreement, the employee must wait a minimum of 3 months to initiate a new request to telework. If the supervisor terminates an agreement, the waiting period to initiate a new telework request will be determined by the facts and circumstances but may not exceed 1 year. If an employee no longer meets the eligibility criteria, the agreement is terminated immediately, and an employee may request telework when the eligibility criteria are met.
- 3) An employee's participation in telework shall not diminish the employee's performance, or adversely affect the performance of other employees, or impact mission accomplishment. If the employee's level of performance declines or falls below the Fully Successful level while participating in telework, the decline in performance may be considered a condition for terminating telework. The following circumstances may also be a basis for the termination of, or reduction in, telework:
  - (a) The employee is placed on leave restriction (the employee may request participation after the leave restriction has been lifted.);
  - (b) The employee fails to adhere to the requirements specified in the telework agreement, including compliant work space and technology requirements (such as using camera and staying fully engaged in meetings);
  - (c) The employee has demonstrated an inability to adhere to the provisions of the telework agreement, including, but not limited to: lack of work production, non-responsiveness to telephone calls or emails, and generally not being available while teleworking;
  - (d) If working at the alternative worksite has placed an undue burden on the agency, supervisor, or other office staff;

- (e) The employee's alternative worksite no longer meets the prescribed requirements;
  - (f) The employee is reassigned or detailed to a new position that is not eligible for telework; or
  - (g) There is a change in business processes, such that the employee's existing telework schedule negatively impacts the operations of the organization.
- 4) At the request of the employee, telework agreements that are modified, suspended, or terminated, or a telework agreement that is denied, may be submitted to the TRB for further review, to ensure that the action taken was based on agency policy, procedures, and mission-related criteria. The employee must request the TRB review within 15 calendar days of receipt of the decision. The request for review must be in writing, along with the supervisor's justification for any action taken, and a description of any circumstances that the employee believes are relevant to the request for reconsideration. Bargaining unit employees may request Union assistance to prepare the written package for the TRB. Official time will be granted to a Union official for such activity. The written package should be submitted to the Telework Coordinator, who will review and forward it to the Telework Managing Officer (TMO). The TMO will provide the TRB decision in writing to the employee within 15 calendar days of receipt of the request. The TRB will provide the final agency decision on the matter. All decisions related to telework requests, eligibility, modifications, suspensions, or terminations, are not grievable under the negotiated or administrative grievance procedure.

**f. Flexibility in Telework.** Please see below for an explanation of some of the flexibilities and/or limitations of telework available to meet employee and agency mission needs.

- 1) If an employee completes their normal scheduled hours at their duty station, credit hours may be earned at the alternative worksite. Credit hours may not be earned on non-work days (i.e., Saturday, Sunday, or Compressed Schedule day off). On a rare occasion, the agency may have a compelling need for an employee to perform emergency or mission-critical work in excess of their normal workweek. In these cases, the agency may authorize overtime and/or compensatory time be earned at an alternative worksite. Any work performed under these flexibilities will not be counted toward the situational telework annual maximum.
- 2) Under situational telework, if an employee is approved to leave the worksite early and complete their work day at their approved alternative site, commute time to and from the office is not considered worktime and cannot be counted towards an employee's workday. Employees

must make up the commute time by extending their workday (if not on a fixed compressed work schedule) or take leave for the commute time.

- 3) If an employee on situational telework is required to return to the agency worksite on short notice, the employee must report to the agency worksite within a reasonable amount of time (normally 2 hours or less). Items to take into consideration include traveling distance and mode of transportation. Employees and supervisors must discuss this scenario in advance to determine whether there is sufficient time for the employee to report to the official worksite. Commute time to and from the agency worksite in this case is considered work time.
- 4) Requests for situational telework must be made as soon as feasible, in writing, from the employee to the supervisor. Requests must be within the maximum allowable days per calendar year. In determining whether to grant such a request, supervisors should consider office presence, other employees' work schedules, workloads of those in the office, and other relevant issues.
- 5) For situational telework at a temporary alternative worksite, the employee must request and be granted approval in writing from their supervisor in advance. These requests should be limited in quantity and duration as they limit the employees' onsite availability and the agency's flexibility to call in the employee.
- 6) Employees may request an exception to the employee criteria, or other policy exception to the TRB who will approve or disapprove requests. The TRB is the final agency decision on these requests.

**g. Emergency Planning/COOP/Weather Emergencies**

- 1) Employees who are telework participants and are designated "Emergency Relocation Group" members for COOP purposes may be allowed to work from the alternative worksite during an emergency closure in lieu of reporting to the agency worksite. Any such requirement will be included in the employee's telework agreement.
- 2) Generally, employees who are telework participants will be ineligible for weather and safety leave because they are not usually prevented from performing work at the alternative worksite due to a weather or other safety-related emergency. Program participants are required to telework when OPM announces an operating status of "Federal Offices are Closed" or when CPSC announces closure or early dismissal due to a weather or safety-related emergency. Employees are required to complete their normal workday or take approved leave for any period during which work is not performed. In cases of early dismissal from the worksite for emergencies or inclement weather, weather and safety leave is granted for commute time to the alternative worksite.

To the extent that an employee is unable to telework because of failure to make necessary preparations for reasonably anticipated conditions, CPSC will not provide weather and safety leave, and the employee would need to use other appropriate paid leave, paid time off, or leave without pay. If, for any reason beyond the control of the employee, he or she cannot telework (such as a power failure or natural disaster), the agency may grant weather and safety leave, consistent with government regulations and Agency Leave policy. This should be a rare, unusual circumstance. Employees must be an approved teleworker to participate when an 'unscheduled telework' option is included in the operating status announced by OPM. Additionally, the employee must have sufficient work to perform remotely and obtain approval from their supervisor. Employees are not required to telework under this status; they may request leave or work at the agency worksite.

- 3) On rare occasions, an employee with a telework agreement may be obligated to work from home beyond the employee's normal telework schedule such as under the agency's COOP and other emergency situations.
- 4) When a closure is announced, employees may telework even when a young child or other person requiring the presence of the employee as a caregiver is present in the home. Employees may telework provided that they take appropriate leave for any time spent providing dependent care during work hours. An employee may use annual leave or other available leave but may not use weather and safety leave for these purposes.

#### **h. Pay, Benefits, and Leave**

- 1) Telework is not meant as a substitute for dependent care. Employees may not telework with the intent of or purpose of meeting dependent care responsibilities while performing official duties. Teleworkers are expected to arrange for dependent care just as they would if they were working at the agency worksite. Employees may not engage in dependent care activities while performing official duties. If a situation arises where a teleworker must attend to a dependent at the alternative worksite during scheduled duty hours, the teleworker shall immediately notify the supervisor and arrange to take leave or adjust their work schedule in accordance with agency policies. Please refer to Section 6.g(4) regarding dependent care during an emergency.
- 2) Employees who telework and non-teleworkers will be treated similarly for purposes of appraisal, promotion, and all other pay, benefits, and work requirements.
- 3) Agency policies on tour of duty, work schedules, and leave apply to all employees participating in telework. The supervisor approves the employee's work schedule consistent with the requirements of the

specific organization, provisions of existing Agency policies, regulations, and government-wide policy.

- 4) Proper monitoring and certification of employee work time are critical to the telework program. Employees and supervisors must ensure that the correct Telework Indicator codes (as defined in the time and attendance guide) are used when recording time and attendance. Failure to document telework properly in the time and attendance system may be grounds for terminating telework.
- 5) Employees who telework during their regular tour of duty on a day when CPSC is closed (or when other employees are dismissed early) are NOT entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly scheduled, non-overtime hours. The existing overtime rules and FLSA regulations governing overtime also apply to employees working under a telework arrangement. No work at the alternative worksite is to be performed outside of the established work hours without prior approval from a supervisor.
- 6) Telework employees are covered by the Federal Employees Compensation Act (FECA) for continuation of pay or workers compensation for on-the-job injury or occupational illness while performing official duties at the alternative worksite. An employee must notify his/her supervisor immediately if an injury or accident occurs during work hours at the alternative worksite.
- 7) All pay, leave, and travel entitlements will be based on the employee's official duty station. In certain temporary situations, such as an extended office closure or when an evacuation order has been issued, a teleworker may be precluded from entering an agency worksite. In this case, the agency worksite remains the official duty station during this period because the employee is expected to return as soon as the event is concluded.

**i. Alternative Work Site/Equipment**

- 1) The alternative worksite must be in the local commuting area (normally within 50 miles) and the locality pay defined area of the agency worksite.
- 2) Employees participating in telework must have a designated work space or work station at their approved alternative worksite. Requirements will vary, depending on the nature of the work and the equipment needed to perform the work, based on the needs of the organization and supervisory requirements. At a minimum, all employees must meet the requirements outlined in *Workstation Design and Inspection Guidelines*, have access to the CPSC network and all necessary CPSC applications, be able to communicate via telephone and e-mail with the supervisor, other employees, and necessary contacts during the telework day, and have high-speed

Internet access. The Agency does not reimburse utility costs associated with the alternative worksite.

- 3) Government-owned or government-acquired property, including computers, software, and other telecommunications equipment, may be used by an employee at their alternative worksite provided the property is used exclusively for official business. Employees must comply with all Agency policies related to IT assets.
- 4) Employees and supervisors must identify the appropriate reference sources, general office supplies and other materials necessary to work at the alternative worksite and ensure they have access to those materials.
- 5) For purposes of program compliance, management may inspect the employee's home worksite, as long as the employee is given a minimum of 48 hours' advance notice. Management may conduct the inspection of the employee's worksite during the employee's normal working hours to ensure proper maintenance and operation of government-owned property, and/or to ensure compliance with the *Home Office Safety Checklist*. A bargaining unit employee may request a Union representative to accompany management on a home worksite visit.
- 6) Telework employees must comply with organizational security procedures and ensure that adequate security measures are in place to protect any government-furnished equipment from being damaged, stolen, or accessed by unauthorized individuals.
- 7) Teleworking employees must ensure that records subject to the Privacy Act of 1974 and other sensitive data are not disclosed or exposed to anyone, except those who possess authority to access such information to perform their duties. Access to sensitive materials must be consistent with regulations on Production or Disclosure of Information or Materials (Privacy Act of 1974, 5 U.S.C. § 552a, 16 C.F.R. § 1014, and the Freedom of Information Act, 5 U.S.C. § 552, 16 C.F.R. § 1015) as well as Section 6 of the Consumer Product Safety Act, 15 U.S.C. §§ 2051-2089.

**j. Training**

- 1) All eligible employees and supervisors are required to take an initial Basic Telework course and a Telework Application System course before participating in the program and when renewing their telework agreement every 2 years (participant and supervisory course). Additional courses may be required. New supervisors will be required to complete supervisory telework training within 14 days of appointment. Proof of training should be documented in the CPSC Talent Management System. Failure to maintain current training may result in the suspension or termination of a telework agreement.

- 2) EXHR will maintain a resource site for employees and supervisors on the Telework Program on the Agency's SharePoint site, including: policy, guidance, FAQs, scenarios, OPM best practices/guidelines, and other information. Informational newsletters and emails will be provided on specific topics, as necessary. How-to guides and technology requirements will be made available for all employees on the Telework Resource SharePoint page for technology tools or in a similar location. The Office of Information and Technology Services (EXIT) will continue to improve availability and provide training for teleworkers on tools available for remote communications, including: conducting virtual meetings, teleconferencing, tools for your phone, and other resources.

**k. Recordkeeping**

- 1) Telework agreements and supporting documents for current employees will be maintained in the Telework Application System. Other telework documentation (eligibility, denials, exception requests, amendment forms, medical information, etc.) will be maintained by EXHR, in accordance with OPM's Guide to Personnel Recordkeeping.
- 2) Records for separated employees will be maintained and destroyed in accordance with OPM's Guide to Personnel Recordkeeping.

**l. Assessment and Reporting**

- 1) The agency's annual reporting to OPM requires a telework program review and assessment. The Telework Coordinator will prepare an assessment evaluating the program and make recommendations to update, address technology issues, or identify other barriers, as required by external reporting. Data from the Federal Employee Viewpoint Survey (FEVS), personnel data system, new employee data, and exit interviews should be used to determine progress in meeting agency goals and to measure program success. This assessment will be submitted to the TMO and the Deputy Executive Director for Operations Support.
- 2) EXHR will prepare, and the TMO will submit all requests for agency telework reporting, including the Annual Telework Report and any requests from the Chief Human Capital Officers (CHCO) Council.

**7. CANCELLATION.** This Directive cancels and supersedes Directive 1080.2, *Telework Program*, dated June 13, 2023.



Peter A. Feldman  
Acting Chairman

MARCH 3, 2025

Date