

REMOTE WORK AGREEMENT

Remote Work Agreements will be completed electronically using GSA's approved telework and remote work agreement system. The system merges Telework and Remote Work Agreements into a single agreement that adapts as users respond to questions about their telework/remote situation. This representation indicates the remote work data elements included in the electronic form.

Part A. Remote Work Data

1. Select: New Arrangement
2. Select: Short-Term Arrangement
(more than 120 days but less than a year) Long-Term Arrangement - to be recertified and updated bi-annually
- Modification/Recertification Duration: _____ through _____

Part B. Employee Data

1. Employee Name	Last Name	First Name	Middle Initial
2. Official Worksite/Duty Station of the remote work <i>(include complete street address):</i>		3. The official worksite/duty station is within the same commuting area as the agency worksite: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		4. Are you requesting to relocate outside of your current locality pay area? <i>Note: If employee is not relocating outside of the current locality pay area, the agreement 'auto flows' to Certification</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part C. Position Data

These data elements are populated by the GSA-approved telework and remote agreement system

1. Employing Office	2. Agency Worksite	3. Position Title and Series
4. Grade	5. Step	6. Supervisory Status

Part D. Cost Analysis

(from completed Remote Work Analysis Tool - GSA 3703)

The [Remote Work Analysis Tool \(GSA 3703\)](#) has been completed and approved for remote work.

Yes No

Salary Difference *(from Part D Line 5 of Analysis Tool)*

Annual Planned/Cost Savings to Travel to the Agency Worksite *(from Part E Line 11 of Analysis Tool)*

Total Additional Costs/Savings *(from Part F of Analysis Tool)*

Overall Cost/Savings of Remote Work *(from Part G Line 1 of Analysis Tool)*

Percentage Above/Below Current Official Worksite/Duty Station Cost for Remote Work
(from Part G Line 2 of Analysis Tool)

Part E. Certification

I understand I am responsible for submitting a new remote work agreement if I relocate outside of my current locality pay area and failure to do so may impact my pay. Yes No

Remote Work Agreements

1. The remote worker is entitled to travel reimbursement if required to travel to the agency worksite, pursuant to GSA policy, [OAS 5700.1A - Temporary Duty \(TDY\) Travel Policy](#).
2. The remote worker is responsible for recording his or her remote work appropriately in [GSA's electronic time and attendance management system](#). Remote work should be recorded as Code 093.
3. The remote worker is not eligible for participation in [GSA's Transit Subsidy Program](#), which is established to offset the costs of commuting to and from a GSA office.
4. The remote worker is a telework-ready employee and responsible for adhering to [GSA Dismissal and Closure Procedures](#).
5. The remote work agreement will be recertified on a bi-annual basis.
6. The remote worker is responsible for updating their remote work agreement when there is a change in position, change in organization, and change in duty station (*for remote worker duty station is typically home address*)
7. The remote worker is responsible for submitting a new remote work agreement if the remote worker relocates outside of their current locality pay area. Failure to submit a new remote work agreement may impact a remote worker's pay.
8. In addition to the bi-annual recertification outlined above, remote work may be terminated at any time as follows:
 - a. Remote work may be terminated if management determines that termination is necessary due to changing business or organizational needs, or other mission/business reasons. In this instance, the affected employee will be offered a position at the same grade and pay in the commuting area of the current official worksite/duty station, or will be offered the opportunity to move to the agency worksite. In addition to transition services, the [GSA Career Transition Assistance Plan \(CTAP\)](#) provides selection priority for positions announced within the employee's commuting area, for which the employee applies and is well-qualified.
 - (1) If the employee accepts an offer to move, relocation costs will be paid by GSA in accordance with regulation.
 - (2) If there is no suitable position available in the local commuting area, or if the employee declines a suitable position and the offer to move to the agency worksite, management will propose the employee's removal for failure to accept a management-directed reassignment outside the commuting area in accordance with applicable regulations, policies, and collective bargaining agreements. The employee will be entitled to transition assistance in accordance with applicable regulations, policies, and collective bargaining agreements, including the CTAP. In addition to transition services, CTAP provides selection priority for positions announced within the employee's commuting area, for which the employee applies and is well-qualified.
 - b. Remote work may be terminated by management at any time as a result of performance or misconduct as outlined in [CPO 9751.1 - Maintaining Discipline](#). The GSA Telework and Remote Work Policy identifies specific instances of misconduct that require the termination of a telework agreement. Managers who are considering termination of remote work will consult with their servicing HR office before taking any action. When the decision is made to terminate remote work, the employee will be directed to report to his or her agency worksite or may be offered a position at the same grade and pay within the commuting area of the employee's current official worksite/duty station.
 - (1) If the employee accepts an offer to move to the agency worksite, any relocation expenses will be paid by the employee.
 - (2) If the employee declines to move to the agency worksite, management will propose the employee's removal for failure to accept a management-directed reassignment outside of the commuting area, in accordance with applicable regulations, policies, and collective bargaining agreements. The employee, if eligible, may be entitled to transition assistance in accordance with applicable regulations, policies, and collective bargaining agreements, including the GSA CTAP. CTAP provides selection priority for positions announced within the employee's commuting area, for which the employee applies and is well-qualified. An employee must have a current performance rating of at least fully successful to qualify for the selection priority provisions of CTAP.

Employee's Signature

Date

Supervisor's Signature

Date