

***Renewing Telework Agreements at HHS***

The Federal Service Impasses Panel’s (FSIP) decision on the Telework Article requires that employees on an approved telework agreement must submit a new telework agreement every six (6) months. If a new agreement is not submitted within thirty (30) days of the expiration of the current agreement, the telework agreement will be considered terminated.

In NTEU’s view, this is an unnecessary bureaucratic requirement if an employee’s work has not changed. But this is what FDA/HHS sought and obtained.

On the other hand, the FSIP ordered additional contract language that forbids HHS/FDA from establishing a minimum number of days per week for employees to report to their official worksite. Therefore, in renewing your telework agreement, we encourage to request the number of telework days suitable to your work.

If you receive a telework denial, we encourage you to consult your NTEU steward or chapter representative immediately for assistance. And if your supervisor says that you can only telework one day per week under the new CBA or otherwise seeks to reduce your current number of telework days each week, you may use the following as a model for requesting reconsideration of the decision:

I am asking you to reconsider my request to telework [X] days per week. In its April 1, 2019, decision, the Federal Service Impasses Panel made it clear that management could not establish a *requirement* for one day per week telework, and the Panel ordered that “[t]he Agency will not establish a minimum number of days per week for employees with a telework agreement to report to their official worksite.” Under that language, which has been incorporated into the new Article 26, my request to telework for [X] days per week should be approved.

If you still deny my request to work (X) telework days, please provide a written explanation of the specific reasons for the denial, including identifying any changes to my work assignments that justify the limitation.

(Signed)

(Dated)