

**Joint FAQs (prepared by Chief Counsel and NTEU) Related to  
Telework Bridge Pilot MOU**

**Dated: January 11, 2022**

**Level 3 (4 days/week)**

**1. Q: Are part-time employees eligible for Level 3?**

A: Yes. Part-time employees are eligible for Level 3 but are required to report to their assigned POD one day every Monday – Friday week. The part-time employee must report to the office on one of the days that is part of their regularly scheduled tour of duty.

**2. Q: May an employee sign up for Level 3 at any time?**

A: No. An employee has until January 14, 2022 to initially request Level 3 telework. If an employee did not request Level 3 telework by January 14, 2022 the next opportunity to do so is 6 months after the Telework Bridge Pilot begins. (See Paragraph L.1.b).

**3. Q: May an employee withdraw from Level 3 at any time?**

A: Yes. Employees who signed up for Level 3 may voluntarily withdraw at any time.

**4. Q: By when does the employee have to meet the 3-year service requirement to be eligible for Level 3 telework?**

A: Employees must meet the 3-year service requirement by May 1, 2022. If they do so, they can telework at the 4 day/week level effective whenever re-entry starts.

**5. Q: Will employees who meet the 3-year service requirement after May 1, 2022 request Level 3 at any time thereafter?**

A: No. Employees who meet the 3-year requirement by May 1, 2022 must wait until the next opportunity to do so, which will be 6 months after the Telework Bridge Pilot begins.