

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

Dated: February 3, 2022 (new issues shown in yellow)

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 after May 1, 2022 must wait until the next opportunity to do so, which will be 6 months after the Telework Bridge Pilot begins.

6. Q: How does 5-4/9 and 4 day/week telework interact?

A: Employees on a 5-4/9 work schedule may participate in level 3 telework. However, there are two modifications for 5-4/9 employees: (1) These employees may telework 4 days on their full work week and telework 3 days on their short week; and (2) if the employees' in office day falls on their in lieu of holiday, they must pick another day in that work week to report

to work in the office or otherwise account for that day with approved leave or credit hours.

Eligibility:

7. Q: Can support staff telework? In the past, some managers have said no – does the Telework Bridge Pilot MOU change this?

A: Support staff can telework under Level 1 and the new rules of the Telework Bridge Pilot. This means up to 32 hours per pay period. This applies to employees in the following job series: GS-318, GS-986, GS-999, GS-305 (Mail and File Clerk), GS-344 (Management Assistant), and GS-2102.

8. The parties (NTEU and Counsel) agree that employees on the Level 2 and Level 3 telework schedule who have 3 or 4 days of regularly scheduled telework per week are expected to report to their POD on a regular basis. See Article 48, Section 4(B)(3)(d).