

To All ED Employees,

The Department of Education (ED) will modify the agency-wide use of the Telework Program effective Monday, October 1, 2018. ED continues to support work/life tools such as the Telework Program. The modifications to our program will allow our workforce to readily support the mission of ED. Effective October 1, 2018, employees approved to participate in the Telework Program will be required to be in the office **four days a week**.

Teleworkers may continue to participate in some flexible and compressed work schedules in combination with a telework agreement. However, as a general rule, all employees will be required to work in the office **four days per week**. Please consult with your supervisor regarding the specifics of teleworking with an Alternative Work Schedule (AWS) to ensure the in office requirement is met.

Employees currently on a 100% telework plan, *within the local commuting area of an ED Headquarters or Regional facility*, will be required to adhere to the new telework changes. This means, as of October 1, 2018, all ED employees will be required to work from their official duty station (which should be a Headquarters or Regional Office) four days per week.

*Remote workers outside the local commuting area of an ED facility* will continue to work remotely. Effective immediately, managers and supervisors are prohibited from approving any new requests for 100% telework.

*Reasonable Accommodation (RA) agreements* will remain in place. However, all RA approvals must be provided to the Headquarters Equal Employment Opportunity Office and will be reviewed and reevaluated annually in accordance with the RA policy.

In the case of OIG employees, the Inspector General determines which positions will be subject to this telework change in accordance with the Office of Personnel Management guidance.

All teleworkers must renew their telework agreement no later than August 15, 2018, to reflect the revised telework program changes. Current Telework agreements may remain in effect until the revised program is implemented. All telework agreements and RA will undergo annual reviews. First-level supervisors will continue to have limited authority to approve situational and episodic (e.g., short-term surgery recovery, inclement weather, etc.) telework arrangements on a case-by-case basis. However, the use of episodic requests should be rare. (*See the newly revised HCP 368-1, Telework Program Policy*)

The Office of Human Resources is currently assessing the impact of the change to the HCP policy and procedures. Additional information will be provided within the next few weeks. We realize this program change impacts a significant number of employees. We encourage supervisors to meet with employees to discuss the upcoming changes to telework schedules. The union will be invited to attend formal meetings. It is the Department's goal to support employees during this transition period. We understand and appreciate the concerns and challenges associated with this change, and want to provide as many resources as possible. Please see the attached Frequently Asked Questions.

The Employee Assistance Program (EAP) is also available as a resource and is free of charge to employees. We urge employees to contact EAP at 1-800-222-0364 (888-262-7848) TTY or via the website at <http://www.FOH4You.com>. EAP services are available 24 hours a day, seven days a week. EAP consultations are confidential.

For questions or concerns regarding this notice, please email [benefitsandwork/life@ed.gov](mailto:benefitsandwork/life@ed.gov).