

MAINE INSTRUCTION 360-386 – MAINE INSTRUCTION FOR NRCS EMPLOYEES PARTICIPATING IN TELEWORKING

General Manual Title 360; Part 429-Telecommuting Policy; Subpart A establishes policy throughout NRCS for its Telework Program. Once an approved telework agreement is in place, we highly emphasize NRCS personnel comply with the following number items in Section 429.4 Responsibilities, Part G.

- (5) Adhere to the terms and conditions of the approved telework agreement, and keep the supervisor informed of current contact information at all times, and immediately provide supervisor with any and all changes in phone numbers.
- (6) Follow established procedures for requesting and obtaining leave and accurately recording time and attendance.
- (7) Ensure the safety and adequacy of the telework site by complying with applicable building and safety codes and local permits, including but not limited to ensuring the electrical system and safeguards are adequate to protect agency computers, printers, and other equipment.
- (8) Attend meetings or other onsite events as assigned or directed by the supervisor; adequate notice of such events must be given to an employee who is not scheduled to be in the office on the days in question.
- (9) Maintain proper security of materials and provide the same level of support to customers, coworkers and their supervisor as if they were working at their duty location.
- (10) Adhere to acceptable standards of conduct while engaged in the performance of duties at a telework site as detailed in 360-GM, Part 414, Employee Responsibilities and Conduct. Employees will be held to the same standards of conduct as if they are performing work at the office.

In addition to the protocols set forth in General Manual Title 360; Part 429, Maine NRCS teleworkers must adhere to the following guidelines:

- (1) When an employee is in telework status, office phone lines must be forwarded to the offsite telework telephone.
- (2) Teleworkers must have a laptop at their offsite location to monitor and respond to tasks/emails in an efficient manner.
- (3) Teleworkers must continue to use office protocol, such as the use of in/out boards, for recording out-of-office absences, as well as utilizing the “Out of Office Assistant” on their Microsoft Outlook.
- (4) Telework days must be annotated in the WebTCAS remarks section “(Example: July 8 – Telework, July 15 – Telework)”. Due to recent reporting requirements and upon request, teleworkers will report the number of days worked from their alternate work site.

Maine NRCS will provide employees with a laptop and a calling card for long distance calls, but will not provide such items as cell phones, printers, filing cabinets or docking stations, etc. Failure to adhere to these instructions could result in the revocation of your Telework Agreement.

Contact. If you have any questions or concerns, please contact Brian Vigue, State Administrative Officer at 207-990-9567 or email brian.vigue@me.usda.gov.