



Natural Resources Conservation Service  
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July 24, 2013

**KANSAS BULLETIN NO. KS360-13-20**

**SUBJECT: PER—Telework Policy Changes**

**Action required by:** August 15, 2013 (Employees without telework agreements)  
August 22, 2013 (Area and State Office assistants' report due)

**Purpose.** (To inform Natural Resources Conservation Service (NRCS) employees of changes to position eligibility policy for telework and the annual eligibility notification.)

**Expiration Date. September 30, 2014**

[National Bulletin 360-13-17 PER - Telework Position Eligibility](#) outlines the following two changes to NRCS telework policy:

- All NRCS positions are eligible to be considered for telework on either a core or ad hoc/situational basis, as determined by an agreement between the supervisor and individual employees who meet employee eligibility (see national bulletin and General Manual 360, Part 429.6);
- Only the immediate supervisor will need to sign telework agreements

Employees that are currently **not under an existing telework agreement** are required to complete and submit the attached revised [Telework Form](#) to indicate their telework status by selecting one of the following:

- Applying for telework by completing the form (telework agreement)
- Voluntarily opting out on the form (decision may be revisited at any time)
- Stating you are unable to telework due to the lack of technology

All completed forms must be returned to your respective area office assistant or state office assistant/secretary **no later than August 15, 2013 (electronic signature and submission is preferred)**. Area office assistant or state office assistant/secretary will submit forms as a "zip" file to Sanjeanette Harrell, Human Resources Specialist, **no later than August 22, 2013**.

**Contact:** Sanjeanette Harrell, Human Resources Specialist, 770-267-8363 ext. 106 or [sanjeanette.harrell@ks.usda.gov](mailto:sanjeanette.harrell@ks.usda.gov).

(Signed)

ERIC B. BANKS  
State Conservationist

Attachment

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