

# Contractor Telework Guidance

## Introduction

The intent of this Contractor Telework Guidance is to promote and support work-life balance and provide flexibility to contractors supporting PGBC. Telework is not a right or entitlement and is a voluntary work arrangement between an eligible employee and supervisor. In addition, the work to be performed must be portable, accessible, and not subject to security restrictions preventing remote work.

## Definition of Telework

According to the Telework Enhancement Act of 2010 (Public Law 111-292), telework or teleworking is defined as a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g. home or telework center).

## Contractor Eligibility

The contractor must receive written approval from the Contracting Officer's Representative and have telework permitting language within the contract. In addition, the contractor will evaluate the eligibility of each contractor employee for such an arrangement pursuant to the following conditions:

- The contractor must be in a position where the work is portable, as approved by the COR
- The contractor employee must be in compliance with and current with PBGC's *Cyber Security and Privacy Awareness* training and the *Rules of Behavior*.

## Telework Work Roles and Responsibilities

There will be defined expectations for teleworking contractors, contractor supervisors, and CORs to ensure contractor telework is transparent and successful.

## Contractor Individual Contributor Responsibilities

- Thoroughly review and comply with this policy, the *PBGC Telework Agreement Form*, and PBGC's privacy and information security policies.
- Track and report work hours, depending on the contract type.
- Track and report work product, depending on the contract type.
- Meet performance standards for work completed while teleworking.
- Immediately report any actual or potential PII breach.
- Notify supervisor of any problems that arise while teleworking.
- Be readily available to supervisor, co-workers and customer.

- Leverage mobility enhancing tools (skype, teleconference, etc.) for seamless onsite/offsite work

**Contractor Supervisor Responsibilities**

- Thoroughly review and comply with this policy, the *PBGC Telework Agreement Form*, and agency privacy and information security policies
- Determine whether the contractor employee has work is portable and accessible.
- Determine whether the contractor employee is eligible to work remotely.
- Monitor the employee on a regular and consistent basis to ensure all conditions of the contractor employee’s telework agreement are met.
- Take appropriate action if performance issues, misconduct, security or privacy, or other legitimate needs warrant it.

**COR Responsibilities**

- Ensure contractor telework language is included within the contract
- Develop robust performance-based requirements and performance metrics in advance of soliciting a new contract
- Surveil contractor performance in accordance with contractual requirements and performance metrics
- Maximize use of telework enhancing office tools (skype, teleconference, etc.)

**Security**

The contractor employee must protect work records from unauthorized disclosure or damage, and must comply with the requirements of the *Privacy Act*, PBGC’s privacy policies, and PBGC’s Technology and Information Systems Security requirements. The contractor employee shall maintain a safe and secure working environment.

Telecommuting contractor employees will be expected to ensure the protection of information accessible from their home office. Steps include no printing, no paper documents being transported to/from the home office, and any other measures appropriate for the job and the environment.

**Frequency**

Contract Role	Telework Frequency Maximum
<insert contract labor category>	<insert max telework frequency>