

Telework and Employee-Initiated Remote Work Comparison Chart

Official Worksite for Location-Based Pay Purposes (Duty Station) Definition: Location of the employee's official worksite associated with the employee's position of record where the employee regularly performs their duties. The geographic area surrounding the employee's official work site determines certain location-based pay entitlements, such as geographical pay rate, cost-of-living allowances, the boundaries of the local commuting area for travel purposes and whether travel time is compensable for the purpose of determining overtime pay.

Factor	Telework Personnel Bulletin 21-07	Employee-Initiated Remote Work Personnel Bulletin 20-06
Definitions	A work flexibility arrangement under which an employee performs the duties and responsibilities of their position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. Teleworkers must report to their official duty station at least two full workdays per pay period, except for rare circumstances or as a reasonable accommodation.	An arrangement under which an employee is scheduled to perform work within or outside the local commuting area of an agency worksite and is not expected to report to an agency worksite on a regular and recurring basis. For a remote worker, the approved remote worksite is the employee's official duty station for location-based pay entitlements (e.g., locality payments and cost-of-living allowances). Unlike a teleworker, a remote worker is not required to report to a DOI worksite at least two days per biweekly pay period. Also referred to as "virtual work."
Employee's Official Worksite (Determining Pay)	DOI Office	Generally, the Employee's Home
Employee's Work-Related Travel to Primary DOI Office Location Paid By:	Employee	DOI
Established Consequences if Arrangement No Longer Meets Management's Needs	Terminate telework agreement (management should strive to give employee advance notice of at least one (1) business day) and recall employee to DOI worksite.	Terminate remote work agreement (management must provide employee written notice of termination decision at least 90 days in advance) and reassign employee to DOI worksite.
Required Documents for Employee to Enter into Work-Arrangement Once Approved	Completion Certificate of required "Telework Fundamentals" or equivalent training (this is a one-time requirement); and an executed DOI Telework Agreement signed by Employee and Supervisor (which must reviewed and renewed annually)	Bureau/Office Remote Work Agreement signed by the employee, immediate supervisor, and Bureau/Office higher level management official; and any other required documents established in Bureau/Office implementing procedures.

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