



## CIVILIAN TELEWORK FAQs

### **Q1. Can I telework with my children home from school/unable to attend the CDC?**

A1. Yes. As of March 8, 2020, Department of the Air Force civilian personnel performing telework during an emergency (e.g., continuity of operations event, office closure due to adverse or inclement weather, or pandemic health crisis) are authorized to do so with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during their tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

### **Q2. If my job is deemed not mission essential, and I cannot work remotely, will I still be paid? Do I have to take leave?**

A2. If employees have been directed to stay home and are not eligible for telework or are incapable of teleworking due to the nature of their work or technological limitations, local commanders have the discretion to offer weather and safety leave.

### **Q3. Can I be forced to telework, even if my position is not telework eligible?**

A3. In extraordinary situations, DoD federal employees can be mandated to telework regardless of their telework eligibility or status. Local commanders who have directed an alternate worksite can mandate telework for all civilian employees under 5 CFR 550.409.

Telework can be mandated under the following situations:

1. Law, or Presidential directive mandating federal workforce telework
2. DoD or Air Force emergency/ continuity plans: The Telework Enhancement Act of 2010 provides for the incorporation of telework into the continuity of operations plan (COOP) of the agency. Per 5 U.S.C. 6504(d)(2), Agency COOP plans supersede telework policy. Specifically, an employee can be mandated to telework when the DoD or Service COOP plan mandate telework. For the Air Force, this is when the Air Force or a respective location has implemented COOP level 3.
3. A pandemic has been declared by the World Health Organization (WHO) and the DoD Component issues an evacuation order to an alternative worksite (e.g. home).

### **Q4. How do I know if I'm mission essential during COVID-19?**

A4. Members deemed mission essential for COVID-19 may differ from other events. If your installation is in mission essential status and you don't know your status, work through your chain of command. Local commanders will determine mission essential activities in coordination with mission partners.

### **Q5. How will teleworking affect my performance evaluation?**

A5. Performance standards for employees that telework should be the same as performance standards for on-site employees. Supervisors shall communicate expectations of telework arrangements, including work assignments, office coverage, and staff communication to teleworking and non-teleworking employees in the workgroup. As with on-site personnel, employees shall be held accountable for the results they produce while teleworking.