

## **POSITION ELIGIBILITY CRITERIA**

- Remote work-eligible positions are those for which employees can effectively accomplish job functions outside of the bureau's official worksite.
- A position may be deemed ineligible for remote work if its duties and responsibilities include any of the following:
  - It requires access to classified national security information,
  - It requires access to technology and equipment not available at the alternative worksite or manual operation of machinery, equipment, or vehicles
  - It requires physical receipt, inspection, processing, repair, or other handling of real or personal property, site audits, site inspections, investigations, property management, and work performed while commuting, traveling between, or on Temporary Duty (TDY).
  - Conduct of remote work would adversely impact the work of other employees, workgroups, customers, or mission goals and objectives.
- Remote work-eligibility for all positions is subject to approval by the supervisor and the head of a division or mission support office.
- Division and office heads are required to coordinate all requests for a position to be listed as remote work eligible with the Division of Human Resources.
  - Division of Human Resources process all requests.
- OSMRE employees will be ineligible to exercise overseas remote work until further notice.
- Applies to all eligible OSMRE employees except for supervisory, SES/SL/ST employees/positions

## **EMPLOYEE ELIGIBILITY CRITERIA**

- Employees are eligible for remote work if they have received a DOI or OSMRE overall performance evaluation record of "Fully Successful" or higher in their most recent rating of record and continued to perform at that level or higher.
- Mobile workers are not eligible for remote work, however mobile workers are eligible to enter a maximum telework posture.
- Employees are ineligible for remote work if they:
  - a) Do not have an overall performance evaluation record of "Fully Successful" or higher, issued by a DOI or OSMRE rating official, as their most recent rating of record.
  - b) Have been disciplined for being absent without permission for more than five workdays in any calendar year.
  - c) Have been disciplined due to actions related to misuse of government property or for viewing, downloading, or exchanging pornography, including child pornography, on a federal government computer or while performing official federal government duties.
  - d) Failed to significantly improve after being placed on a Performance Improvement Plan, given a letter of leave restriction or leave counseling, or officially disciplined, including receiving a letter of reprimand, for any reason within the

## Appendix E: Position and Employee Eligibility Criteria

past year; or

- e) Have been officially disciplined for conduct violations of 5 CFR 2635, Subpart G.
  - f) Employees in supervisory positions (temporary promotion, acting, etc.) are not eligible to enter a remote work agreement
- Supervisors and managers may request an exception for disqualified employees, which will be evaluated and approved or denied by the regional/office head on a case-by-case basis.
  - Decisions regarding requests for remote work arrangements are solely within the discretion of management and must be evaluated on a case-by-case basis.