

- A. **Alternative Work Schedule**: A flexible or compressed work schedule.
- B. **Alternative Worksite**: An approved location where employees perform official duties away from the agency's official worksite. For remote work employees, the alternative worksite becomes the employee's official worksite. Alternate worksite is a not a DOI or OSMRE physical government building location. It may be another worksite available within an DOI facility or the employee's residence.
- C. **Eligible Position**: A position where OSMRE management determines an employee can effectively accomplish job functions outside of the agency's official duty station.
- D. **Employee**: As defined in 5 U.S.C 2105, an officer and an individual who is appointed in the civil service, engaged in the performance of a federal function under authority of law or an Executive act, and is subject to the supervision of the appointing official while engaged in the performance of the duties of their position.
- E. **Employee Misconduct**: A failure to follow a workplace law, rule, or regulation (whether written or unwritten), including, but not limited to, tardiness and absenteeism, insubordination, and falsification. The Table of Penalties in the Departmental Manual (370 DM 752) provides a non-exhaustive list of types of misconduct for which the Agency can discipline employees.
- F. **Employee's Official Worksite**: The permanent assigned worksite where the employee regularly performs their duties. The official worksite is used in the calculation of locality pay.
- G. **Essential Employee**: Employees who are required (designated) for the continuation of the Department's Primary Mission Essential Functions, including employees who occupy positions and perform functions that must be maintained under all circumstances to ensure the safety and security of the Nation and its citizens. These personnel may conduct activities at an alternative work location and are expected to initiate and maintain contact with the Agency during an emergency to maintain continuity of operations.
- H. **Mobile Work**: Work that is characterized by routine field work and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples of mobile work include site audits, site inspections, investigations, and work performed while commuting or traveling between worksites.
- Current OSMRE positions identified as mobile workers include, but are not limited to, the occupational series 511 Auditors in the Division of Compliance Management (DCM), the 1801 Reclamation Specialists (OSM-wide), or position(s) holding Authorized Representative authority or technical field work positions meeting the definition. OSMRE Regional Director(s) or equivalent hold responsibility to identify mobile work and authority to approve the official duty station of mobile workers and related positions with collaboration of the Office of Human Resources.

- I. **Official Duty Station:** The official worksite where the employee regularly performs their duties as determined under 5 CFR §531.605. For a remote worker, the approved remote work location (i.e., non-DOI worksite) is the employee's official duty station for location-based pay entitlements (e.g., locality payments and cost of living allowances).

- J. **Reasonable Accommodations:** A reasonable accommodation is any change in the work environment, or the way things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities. An employee (or eligible volunteer) with a disability may request a reasonable accommodation at any time during their employment. The request for an accommodation can be made verbally or in writing. Requests can be made to the supervisor or another management official in the chain of command and/or the Bureau/Office Human Resources Reasonable Accommodation Coordinator.

- K. **Remote Work:** An arrangement in which an employee's official worksite is an approved alternative worksite.

- L. **Remote Work Employees:** An arrangement in which an employee's official worksite is an approved alternative worksite.

- M. **Telework:** Is a work flexibility that enables eligible employees to perform their duties from an approved alternative worksite (e.g., home or telework center).