

DISCLAIMER: APPLICABLE TO PASS/AVS EMPLOYEES ONLY UNTIL AGENCY-WIDE IMPLEMENTATION OCCURS.

**Human Resource Policy Manual (HRPM)
Volume 12: Work Life and Benefits
WLB-12.14**

Remote Work Arrangement

This Chapter applies to non-bargaining unit employees/positions and bargaining unit employees/positions. It does not apply to bargaining unit employees/positions where the applicable collective bargaining agreement contains conflicting provisions, or the Agency has not met its bargaining obligation.

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Background information: This chapter establishes the policy for remote work arrangements and provides the FAA workforce with guidance to utilize the arrangement as a tool to support the agency's mission. This policy is separate and distinct from the FAA Telework policy.

Use this policy chapter in conjunction with: [PADM-6.2, Determinations of Official Duty Station \(ODS\)](#), and [FAA Travel Policy](#).

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1. Purpose. The FAA Administrator establishes remote work policies that allow the FAA to provide voluntary workplace flexibilities that, when utilized appropriately, have no adverse impact on the mission of the Agency and do not reduce the safe and efficient operation of the national airspace system.

This chapter provides policy to managers and employees on the FAA's Remote Work Arrangement and describes the rules and procedures that apply to remote work. Remote work is a workplace flexibility, not an employee right or entitlement, and the location of employee work activities is always a management decision. FAA encourages and fully supports the use of workplace flexibilities and efforts to utilize these options in a way that enhances the agency's mission and reputation as an employer of choice.

2. Scope. This applies to FAA employees in positions that meet the requirements contained in this policy.

3. Definitions.

- a. Alternative Worksite:** A manager-approved worksite, other than the official worksite. The approved worksite must provide an environment, connectivity, and security appropriate to the work

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effort and agency requirements. A remote worker may need to designate an alternative worksite if approved for conditional or situational telework.

b. Conditional Telework: An arrangement based on a unique and temporary need that schedules the employee to telework (i.e., one (1) to 10 days in a pay period) for up to 90 calendar days. Such approval may be granted for short-term, personal injuries, illnesses, or other circumstances, substantiated by appropriate documentation, that prevent an employee from temporarily performing work at the assigned official worksite but allow the employee to perform their official duties at an alternative worksite.

c. Emergency Situation: An event, incident, or circumstance that interrupts or compromises operations at, or travel to, and/or from, the official worksite. This may include a range of situations including, but not limited to, civil disruptions, inclement weather, and associated travel conditions, national security situations, natural disasters, public health emergencies, power outages, unusual traffic situations, water main breaks, or other incidents that compromise access to the official worksite, agency-designated location or appropriate alternative worksite.

Emergency situations include but are not limited to, those that result in an official announcement of an operating status under which telework, unscheduled telework, and/or unscheduled leave is allowed. See [Volume 11, Guidance on Emergency Situations](#), for further examples of emergency situations. This could impact remote workers on situational or conditional telework arrangements.

d. Locality Pay Area: The region or geographic location of the employee's official worksite that determines the Official Duty Station (ODS) for the purposes of identifying the correct locality pay rate. The FAA uses the locality pay area as defined and maintained by the Office of Personnel Management (OPM) and documented on an employee's Standard Form (SF) 50, Notification of Personnel Action, block 39.

e. Official Duty Station: The city, county, and state or foreign location where the official worksite is located. Block 39 of the SF-50, identifies the official duty station and determines the employee's locality pay rate.

f. Official Worksite: The physical location of an employee's position of record where the employee's work activities are based, as determined by the FAA.

g. Remote Work: A workplace flexibility in which an employee, under a written remote work agreement, is scheduled to perform work at an alternative worksite and is not expected to perform work at an agency worksite on a regular and recurring basis.

h. Remote Work Agreement: Documentation that outlines the terms and conditions of the remote arrangement.

i. Situational Telework: Under this option, telework is approved on a case-by-case basis for an employee who otherwise does not telework on a routine basis. The telework hours worked were not part of a previously approved, ongoing, and regular telework schedule.

4. Roles and Responsibilities.

a. Office of Human Resource Management (AHR):

- (1)** Provides policy oversight to assess compliance with applicable laws, regulations, and other applicable Government-wide guidance concerning the implementation and administration of remote work arrangements throughout the FAA.

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- (2) Gathers, maintains, and provides available data necessary to prepare remote work arrangement reports from the LOB/SOs, as required.
- (3) Establishes agency-wide operational procedures and guidance for administering remote work arrangements.
- (4) Updates and maintains the employee's official personnel data.
- (5) Reviews and assesses remote work arrangements to ensure compliance with the provisions of this policy and other applicable guidance.

b. Office of Finance and Management (AFN)

- (1) Provides the Information Security and Privacy (IS&P) Program policy and guidance, as needed.
- (2) Issues rules and guidance on Government Furnished Equipment (GFE).
- (3) Gathers, maintains, and relays data to prepare reports, as necessary.
- (4) Partners with LOB/SOs to address GFE technology issues concerning remote work.

c. Lines of Business and Staff Offices:

- (1) The Head of a LOB/SO or designee approves remote work arrangements on a permanent or temporary basis.
- (2) Consider the organizational impact, monetary costs, and precedent-setting actions when approving remote work options.
- (3) Identify potential positions for remote work arrangements based on mission needs.
- (4) Provide data for reporting and assist AHR in evaluating the overall effectiveness of the remote work arrangement, as requested.
- (5) Accurately report each remote worker's duty station and hours worked in a remote status.

d. Managers:

- (1) Obtain and review all applicable policies, operating instructions, and reference materials related to remote work.
- (2) Complete the required training applicable to workplace flexibilities.
- (3) Verify remote work supports the team and does not diminish individual, group/team, or organizational performance.
- (4) Apply the general requirements specified, operational considerations, and current and future financial impact on the FAA to determine whether the job characteristics of positions and/or the incumbent of that position are eligible for a remote work arrangement.

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- (5) Consult with the Office of Human Resource Management, [WorkLife Division, AHB-100](#), regarding unusual situations not outlined in this policy. The absence of policy language allowing/prohibiting remote work in specific circumstances does not automatically deem an employee or position eligible for remote work.
- (6) Ensure employees receive a written response to their remote work requests according to applicable policy requirements.
- (7) Ensure an employee's ODS is assigned in accordance with the provisions outlined in [PADM-6.2, Determinations of Official Duty Station \(ODS\)](#).
- (8) Are accountable for monitoring approved remote work arrangements under their direct authority to achieve mission requirements.
- (9) Require remote employees to have secure network capacity, communications tools, necessary and secure access to appropriate agency data assets and Federal records, and sufficient equipment to enable such employees to be fully productive before remote work approval.
- (10) Hold all employees to appropriate performance standards, regardless of work arrangements, and consider perceptions of inequitable treatment between on-site and remote employees.
- (11) Verify documentation in time and attendance records each pay period and review/renew the remote work agreement annually.

e. Employees participating in a remote work arrangement:

- (1) Obtain, review, and adhere to the FAA policy on remote work and any applicable operating instructions.
- (2) Ensure that ODS requirements are met (refer to [PADM-6.2, Determinations of Official Duty Station \(ODS\)](#)).
- (3) Submit a remote work agreement to their manager for review.
- (4) Complete training applicable to workplace flexibilities and have a signed remote work agreement and safety checklist on file with their manager.
- (5) Use only FAA-approved IT equipment, peripherals, and software to conduct efficient and effective work activities.
- (6) Maintain a work environment that is safe and secure and provides internet connectivity required to perform work or job responsibilities.
- (7) Document remote work using appropriate codes in time and attendance systems each pay period.
- (8) Collaborate with management to ensure organizational productivity continues if the worksite is unavailable.
- (9) Attend and communicate during meetings as required, either in person or electronically through audio and/or video camera (i.e., camera to display the employee on live video using management-designated software applications and/or technology).

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5. General Requirements.

a. The employees' ODS is the basis for all pay, leave, and travel expenses. The remote work arrangement must not affect other conditions of employment unless otherwise specified in the remote work agreement.

b. Remote employees are **only** eligible for conditional and situational telework.

Note: Remote employees are not eligible for routine telework.

c. Remote employees assigned to a non-foreign duty location may **not** designate a foreign duty location as their official worksite.

d. A change to an approved remote employee's official worksite requires management approval. Changes to the official worksite require personnel actions and may affect locality pay rates.

e. Remote employees are responsible for the operating costs associated with work from their approved official worksite. The FAA is not responsible for any operational costs associated with an employee's use of their residence as an official worksite, such as home maintenance, insurance, and utilities.

f. The Internal Revenue Service and state/local government restrictions determine tax or other legal implications for a remote employee's home business use. It is the employee's responsibility to resolve any income tax implications for maintaining a home office. Employees are encouraged to consult with a qualified tax professional to discuss the tax implications of a remote work arrangement.

g. Remote employees must arrange for dependent care just as they would if working in the traditional office setting. Remote employees should not engage in dependent care activities when performing official duties.

(1) With management approval, employees may work when they have dependent care responsibilities during a remote emergency situation or other management-approved instances affecting the official worksite and upon demonstrating their ability to complete their job assignments without dependent care responsibilities before requesting such approval.

(2) If the level of care needed for a dependent prevents or significantly disrupts work accomplishment, remote employees must notify their manager as soon as possible about the situation preventing them from continuing work. Employees should then request approval for appropriate leave while performing dependent care responsibilities.

h. Remote employees must complete all assigned work, consistent with the manager's approach for all other employees in the workgroup and according to critical/additional elements and standards in the remote employee's performance plan.

i. Remote employees are to be treated equitably as other employees for periodic appraisals of job performance, training, awards, reassignments, promotions, changes in grade level/pay band, work requirements, removal, approval of overtime work, and other acts involving managerial discretion. Remote employees must receive work requirements/commitments, progress reviews, and annual performance appraisals from their manager in accordance with FAA performance management policies. Managers may use such tools as status reports, progress reviews, and milestones to measure and evaluate employee performance.

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j. Remote workers who are in work status will receive early dismissal/release (non-weather or facility-related) when announced, subject to supervisory approval. "In work status" means employees must be on duty immediately three (3) hours before their scheduled shift ends.

k. Individual circumstances during early dismissals, delayed arrivals, or Federal office closures: In the event an employee is unable to perform remote work at their alternative worksite due to circumstances beyond their control (e.g., power failure or loss of internet connectivity), the manager may grant temporary excused absence on a case-by-case basis. The employee may request to use leave or other paid time off (e.g., earned compensatory time off or credit hours) if an excused absence is not granted.

l. Remote workers may have short-term and long-term travel requirements authorized as necessary (e.g., organizational offsite meetings, periodic in-person training, or long-term temporary duty). Employees will receive the travel entitlements in accordance with the [FAA Travel Policy](#).

6. Employee Request for Remote Work Arrangement.

a. Employees must submit a written request to their first-level manager, including their business case and cost/benefit analysis, to participate in a remote work arrangement for an initial review and approval/disapproval.

b. An employee's participation in a remote work arrangement is voluntary. Managers may not compel an employee to participate in a remote work arrangement, even if it is determined that the duties of a position can be performed full-time at an alternate worksite.

c. The Head of the LOB/SO, or designee, is the final approval/disapproval authority for remote work arrangement requests and will issue the final decision in writing to the employee's first-level manager.

7. Line of Business/Staff Office Initiated Remote Work Arrangement.

a. LOB/SO Decision-Making Criteria: The Head of a LOB/SO, or designee, may approve a remote work arrangement on a permanent or temporary basis for current employees. Before approving a request for remote work arrangements, the Head of the LOB/SO, or designee, must consider the following:

(1) Administrative and operational considerations, including delivery of quality customer service.

(2) Cost considerations and the potential personnel and organization implications, including:

(a) Changes in locality pay, if applicable;

(b) Cost associated with travel expenses, if applicable;

(c) Future agency-directed changes in official worksite (including potential permanent change of station (PCS) costs); and

(d) Lost work time (e.g., duty-time impact for recall).

Note: If (1) or (2) adversely impact the organization, the request for a remote work arrangement may be denied.

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- b.** LOB/SOs, or designee, may approve recruitment requests to fill positions determined eligible for a remote work arrangement when a vacancy occurs. Remote work arrangements may be considered to address employee retention and/or recruitment challenges.
- c.** LOB/SOs can limit the geographic location of an ODS for the remote work arrangement due to travel, costs, or other mission requirements.
- d.** Managers must verify that new managers and employees selected for positions approved for remote work arrangements complete training applicable to workplace flexibilities and sign a remote work agreement within 30 days of being hired.
- e.** Relocation reimbursement may apply. For additional information, refer to the [FAA Travel Policy](#).
- f.** During a reorganization of work units affecting offices in various locations, the impact of involuntary relocations, internal space needs, and potential permanent change of duty station requirements, the Agency may approve remote work arrangements for each employee with the understanding that they would have their ODS permanently aligned to their residence. This arrangement affords the employee travel reimbursement and compensable time for all required office visits, conferences, and similar obligations pursuant to the [FAA Travel Policy](#).

8. Remote Work Agreement.

- a.** A remote work agreement and safety checklist, at a minimum, are required for employees in positions approved to participate in a remote work arrangement.
- b.** An employee must complete training applicable to workplace flexibilities before entering a remote work agreement.
- c.** Managers must review remote work agreements annually. A permanent change in the remote arrangement (e.g., change in the official worksite, change in duties/responsibilities, etc.) requires a modified remote work agreement and approval (refer to [WorkLife Division, AHB-100](#)).
- d.** The remote work agreement, at a minimum, must contain the employing organization (SF-50 Block 22), the employee's ODS (SF-50 Block 39), and work schedule (i.e., Maxiflex, Flexitour, Traditional, Compressed, or 5-4/9). Employees must request approval to change their work schedule before working remotely under a new work schedule by submitting a new remote work agreement and obtaining management approval.

9. Equipment and Expenses.

a. Equipment:

- (1)** Computer equipment and software on GFE must be coordinated with the servicing information and technology office to satisfy all information and technology requirements.

b. Expenses:

- (1)** LOB/SOs must approve agency-sponsored expenses, as determined by AFN and the position requirements.

10. Terminating Remote Work Arrangements.

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- a. Remote employees can request, in writing, to modify or terminate a remote work arrangement. The request must contain the proposed new worksite and an effective date for management consideration.
- b. Management may terminate a remote employee's arrangement due to changing business or organizational needs, increased travel costs, or other mission/business reasons. If management terminates the remote work arrangement, management must determine the new worksite and provide the employee with advance notice of the effective date in accordance with the applicable policy guidance in [EMP-1.14, Permanent Internal Assignments](#).
- c. If there is no position in the agency at the same grade and pay available, or the employee declines a position at the same grade and pay, it may be considered a failure to accept a management-directed reassignment (see [EMP-1.14, Permanent Internal Assignments](#), or the applicable collective bargaining agreement).
- d. Management must document and retain all change/termination decisions to a remote work agreement in writing and provide the written decision to the employee.
- e. Managers considering termination of a remote work arrangement must consult with their assigned [Labor and Employee Relations \(LER\), Headquarters, or Regional Office](#) before taking action and refer to the [FAA Travel Policy](#) to determine if relocation reimbursements apply.

11. Records Management Requirements. The filing, retention, and safeguarding of remote work files/records are covered by the [FAA Order 1350.14B, Records Management](#), FAA/National Archives and Records Administration (NARA) [retention schedules](#) (i.e., [General Records Schedule \(GRS\) 2.2: Employee Management Records](#) (Item 030)), Office of Personnel Management's (OPM's) [Guide to Personnel Recordkeeping](#), and [FAA Order 1370.121B, FAA Information Security and Privacy Policy](#).

12. Point of Contact. For more information, contact the Office of Human Resource Management, [WorkLife Division, AHB-100](#).

Related Information

Policies

- [EMP-1.31, Creating a Vacancy Announcement](#)
- [ER.4.1, Standards of Conduct](#)
- [FAA Travel Policy](#)
- [PADM-6.2, Determinations of Official Duty Station \(ODS\)](#)
- [Title 5 Code Of Federal Regulations \(CFR\), Part 2635—Standards of Ethical Conduct for Employees of the Executive Branch](#)
- [WLB-12.3, FAA Telework Program](#)

Orders

- [DOT Drug and Alcohol Testing Guide](#)
- [FAA Order 1370.121\(Series\), FAA Information Security and Privacy Program & Policy](#)