

MS 633 Regular Telework and Mobile Work Procedures

Effective Date: September 25, 2025
Responsible Office: Office of Human Resources (OHR)
Supersedes: 12/14/23; 04/06/2022

Table of Contents

1.0	Purpose.....	1
2.0	Definitions.....	1
3.0	Regular Telework and Mobile Work Guidelines.....	2
3.1	Regular Telework Considerations for Positions	2
3.2	Regular Telework Considerations for Employees	2
3.3	Mobile Work Criteria.....	2
4.0	Establishing a Regular Telework or Mobile Work Agreement	3
5.0	Approvals.....	3
6.0	Certification of Agreement	3
7.0	Safety Certification	3
8.0	Training.....	4
9.0	Regular Telework as a Reasonable Accommodation	4
10.0	System Generated Termination of Regular Telework and Mobile Work Agreements	4
11.0	Employee-Directed Termination of Regular Telework Agreement	5
12.0	Supervisor-Directed Termination of Regular Telework Agreement	5
13.0	Notification of Termination of Regular Telework Agreement	5
13.1	Agency-Directed Termination	5
13.2	Performance or Conduct Related Termination	5

1.0 Purpose

The purpose of this document is to provide procedural guidance to MS 633 *Regular Telework and Mobile Work*.

2.0 Definitions

Staffing Pattern: Staffing Patterns are comprehensive sources of detailed information on all positions within each office/sub-office, serving as a valuable tool to inform agency leadership and office-level decision-making. These are updated bi-weekly to reflect current employee organizational assignments, supervisory relationships, and other position data.

Standard Form 50 (SF-50): Also known as the Official Notification of Personnel Action, serves, among other things, as written documentation of personnel actions that affect an employee's position or pay.

HR Liaison Role: Functions as the primary point of contact between departmental teams and the Office of Human Resources (OHR). This role is responsible for coordinating all human resource activities within their office and maintaining regular contact with OHR specialists to ensure accurate human resources information flows to managers and staff.

3.0 Regular Telework and Mobile Work Guidelines

Generally, Regular Telework and Mobile Work are limited at the Peace Corps.

3.1 Regular Telework Considerations for Positions

A position may not be suitable for Regular Telework if:

- (a) The position requires frequent travel and performance of onsite work activities that cannot be handled remotely, or at an Alternate Worksite;
- (b) The position requires frequent in-person interaction with colleagues or the public, in-person training and/or presentations; or other duties or requirements inconsistent with Regular Telework status;
- (c) The position requires hands-on contact with machinery and equipment (i.e. special protective equipment), or vehicles to successfully fulfill the position requirements; or
- (d) The position requires access to systems, networks, materials, or applications that cannot be accessed at an Alternate Worksite.

3.2 Regular Telework Considerations for Employees

An employee may not be eligible for Regular Telework if:

- (a) The time zone of the employee's Alternate Worksite is significantly different and impacts the employee's ability to fulfill daily responsibilities; or
- (b) There are financial implications of the employee's requested Alternate Worksite.

3.3 Mobile Work Criteria

The agency will designate certain mobile work positions based on the nature of the work (i.e., mobile work is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite). Only employees in designated mobile work positions may establish and enter into a Mobile Work Agreement.

4.0 Establishing a Regular Telework or Mobile Work Agreement

The Peace Corps has adopted an Online Agreement System that replaces the traditional paper form. All Regular Telework and Mobile Work agreements must be formally submitted through the online agreement system.* The resulting written agreement:

- (a) Is required for any employee participating in either program;
- (b) Must be established between the supervisor and the employee authorized for Regular Telework or Mobile Work; and
- (c) Must accurately reflect the physical address of the employees' approved worksite.

*Note: New employees will generally gain access after their first pay period.

5.0 Approvals

When a supervisor receives a request from an employee to utilize either program, the supervisor must ensure the request meets the requirements as outlined in MS 633 *Regular Telework and Mobile Work*.

6.0 Certification of Agreement

The certification of an agreement ensures position details are accurately reflected and recorded. Upon receiving the manager's request to certify the approved Mobile or Regular Telework agreement, the HR Liaison must verify that all information accurately reflects the employee's current organizational details, including position information, supervisory assignment, and Official Duty Station.*

Corrections should be made before certification. Failure to capture corrections before certification may trigger a system-generated termination of the Mobile or Regular Telework agreement when bi-weekly changes to the employees' personnel records are applied to the Staffing Pattern (see section 13.0 "System Generated Termination of Agreement" for more details).

*Note: If the employee enters an Official Duty Station in the agreement that differs from the Official Duty Station recorded on their SF-50, the system will automatically generate a personnel action request to update their Official Duty Station on their SF-50. Please note that changes in an Official Duty Station may result in a salary adjustment.

7.0 Safety Certification

The approved worksite, normally an employee's home, requires adequate workspace, light, telephone service, power, and temperature control. Employees are responsible for ensuring that

their approved worksite complies with the safety guidelines provided in the electronic agreement tool.

Management retains the right to inspect the approved worksite and may deny an employee the opportunity to initiate or continue an agreement if the approved worksite is found to be unsafe. Safety inspections will be by appointment only and will be preceded by a minimum 24-hour notice. Managers must confer with the Office of Human Resources before initiating any inspection of an approved worksite.

8.0 Training

All supervisors managing employees engaging in Regular Telework and Mobile Work are required to complete the necessary training. Trainings can be found on the agency's learning platform.

9.0 Regular Telework as a Reasonable Accommodation

An employee who would like to request Regular Telework as a reasonable accommodation should review MS 653 *Equal Opportunity and Affirmative Employment*, as well as MS 653 *Attachment D Procedures for Providing Reasonable Accommodations* for more information.

If any supervisor receives a reasonable accommodation request from an employee they should immediately consult with the Office of Civil Rights.

10.0 System Generated Termination of Regular Telework and Mobile Work Agreements

All employees must initiate a new Regular Telework or Mobile Work Agreement when changing their position, approved worksite, or if they wish to make other changes to their agreement.

Agreements will automatically terminate when:

- (a) The employee establishes a new agreement that receives supervisory approval.*
- (b) An SF-50 is processed that changes the employee's position of record or Official Duty Station. If the employee remains in the Regular Work or Mobile Work Program, they must establish a new agreement.
- (c) The agreement was established under an approved reasonable accommodation or for a qualified military or foreign service spouse for a limited timeframe, and the time of need has expired.

*Note: An employee may have only one active agreement on file in the online agreement system at a time.

11.0 Employee-Directed Termination of Regular Telework Agreement

At any time, an employee may terminate their own Regular Telework Agreement via the online agreement tool.

12.0 Supervisor-Directed Termination of Regular Telework Agreement

An employee's supervisor may terminate an employee's Regular Telework agreement for the following reasons including without limitation:

- (a) The Regular Telework Agreement is no longer in the best interest of the Peace Corps;
- (b) Performance standards are not being met after progressive performance management measures have been taken;
- (c) An employee has been officially disciplined or has had other documented conduct issues;
- (d) Safety conditions of the approved worksite do not permit effective Regular Telework after reasonable attempts to resolve these conditions;
- (e) A reassignment has caused changes in work conditions; or
- (f) The employee does not comply with the terms outlined in their Regular Telework Agreement.

13.0 Notification of Termination of Regular Telework Agreement

Notification of termination shall include the justification for the termination of the Regular Telework Agreement. Employees may not grieve a decision by management to terminate the Regular Telework Agreement. This prohibition of a grievance shall not prevent employees from pursuing redress through any other rights they retain. Such rights include, but may not be limited to, those rights afforded by equal employment opportunity laws and regulations, whistleblower protections, and prohibitions against prohibited personnel practices.

13.1 Agency-Directed Termination

For agency-directed revocation of Regular Telework due to changes in scope, policy, or mission, employees will be given 120 calendar days advance notice prior to being required to report to the Agency Worksite. If an employee is unwilling or unable to report to a Federal facility such as Peace Corps headquarters following revocation of Regular Telework due to changes in scope, policy, or mission, supervisors may allow flexible work schedules to permit the employee to attend job fairs, prepare job applications, and attend career-enhancing training that will assist them in finding new employment.

13.2 Performance or Conduct Related Termination

For employees unable to meet the standards set forth in their Regular Telework Agreement due to poor performance or conduct, employees will be given 60 days advance notice prior to being required to report to the Agency Worksite.