

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD
Telework Eligibility Criteria Worksheet

TO BE COMPLETED BY THE SUPERVISOR OF THE TELEWORK APPLICANT

Employee Name: _____

Position Title: _____ Series: _____ Grade: _____

Office: _____ Supervisor: _____ Date: _____

EMPLOYEE ELIGIBILITY CRITERIA

Complete this section to determine employee eligibility for telework.

QUESTIONS	YES	NO
1. Is the employee currently performing below the fully successful level?		
2. Is there a record of formal disciplinary action within the previous 12 months for the employee?		
3. Is there a record of verbal conversation or written reprimand of behavioral or responsibility concerns (e.g., misuse of leave, excessive tardiness) within the past 12 months?		
4. Has the employee been "officially disciplined" for being absent without permission for more than 5 days in any calendar year?		
5. Has the employee been "officially disciplined" for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography on a Federal Government computer or while performing official duties?		

- **If the answer to all of the questions (#1-5) is NO, the employee is eligible to telework.**
- **If the answer to one or more of the questions (#1-5) is YES, the employee is not eligible to telework**
- **If the answer to questions (#4 or 5) is Yes, the employee is permanently ineligible to telework.**

If the answer is YES to the following questions relative to employee characteristics, the employee is more likely to be suitable for telework.

QUESTIONS	YES	NO
1. Is the employee able to work independently with minimal supervision?		
2. Is the employee able to solve problems independently?		
3. Does the employee have the ability to communicate, verbally and electronically, with supervisors, co-workers, and customers?		
4. Does the employee have a sufficient level of job knowledge and organizing and planning skills?		
5. Does the employee exhibit discipline toward work and reliability concerning work hours?		

Attachment A

Determination:

Employee is eligible to telework **Yes** **No**

Identify reason for disapproving telework based on employee ineligibility:

Additional information justifying employee telework ineligibility:

Supervisor of Telework Program Applicant

Date