

## EXAMPLE OF EMAIL LANGUAGE TO SEND TO YOUR SUPERVISOR

(Your supervisor's name):

President Obama supports and promotes policies that value families, such as flexible work schedules and jobs that cut fuel use, decrease greenhouse gas emissions, and other "green" effects. (ADD THIS NEXT SENTENCE IF YOU WORK FOR OSHA) At the All Hands Meeting held on January 11, 2010, Dr. Michaels talked about making it easier for OSHA employees to do our jobs and that laptops were on the way. A nice adjunct to laptops – and the increased mobility and flexibility they afford – would be to increase the number and frequency of flexiplace arrangements.

DOL's pilot teleworking program – administered in 1994 through the efforts of a joint union-management task force – showed many benefits and led to DOL developing and implementing its formal Flexible Workplace Program to promote flexible work schedules for employees. Advantages of employees participating in the program include: reduction in costs; retention of skilled employees and increased morale in the workplace; the opportunity to better balance work and family responsibilities; assistance to elderly or disabled employees; and the ability to meet environmental and commuting concerns. DOL has also found that the program allows more flexibility for managers and employees to accomplish the mission of the agency. The program permits employees to work at home or at other approved sites away from the office for all or part of the work week.

Traffic congestion in the DC-metropolitan area is noted as one of the worst in the country which may be the reason that over 75% of the federal workers utilize public transportation. On June 22, 2009, the worst public transportation accident in D.C.-metropolitan area history occurred. It took metro months before it got back to its regular schedule.

Beginning in the late summer of 2009, DOL began planning for the flu epidemic. One of the key recommendations made was that when employees are sick that they stay home to avoid spreading the virus. On February 4, OPM issued a memorandum recommending that employees work from home the following day due to the impending snow storm, and stated it would be a good opportunity to exercise agency and office emergency action plans. On February 5, 2010, Washington, DC, Maryland, and Virginia experienced a severe snow storm that began in the late morning and resulted in the federal government closing four hours early. Although weather reports consistently warned the public about the severity of this storm, when employees requested to work from home on this day, approval was denied by many of DOL's managers.

Again on February 9, 2010, the DC-metropolitan area experienced another severe snow storm resulting in the federal government being closed for four days – the first time ever in history. On Friday, February 12, 2010, when the government reopened and employees were given a two hour delay, the Metro's Red Line derailed at 10:15 AM and caused major delays for all commuters that lasted late into the evening. These are just some of the examples of why it is so important that employees, if they so choose, to be allowed to participate in DOL's Flexible Workplace Program.

Article 12 of the Collective Bargaining Agreement (CBA) between Local 12, AFGE, AFL-CIO and USDOL, states that all employees are eligible to participate in the program if the following criteria are met:

- a) A sufficient amount of the employee's work can be performed at an alternate worksite.
- b) The employee will be available and accessible to supervisors, coworkers, and customers at all times while performing work at an alternate worksite.
- c) The employee's most recent performance evaluation is at least "Effective" and the employee has demonstrated an ability to work independently and without face-to-face supervision.
- d) There is no history of the employee having conduct problems that would cause management to be concerned about the employee's trustworthiness or dependability.
- e) Costs of such an arrangement are beneficial.
- f) Technology/equipment needs are met and maintained by the employee.

I meet all of the above criteria and therefore would like to participate in the program. I would like to be guaranteed the ability to work from home at least one day per week with the specific day to be determined on an ad hoc/as needed basis.

As specifically outlined in the CBA, upon receipt of this request, you and I are to meet to discuss and review the request and agreement and a decision is to be rendered within **15 working days by [REDACTED]**. If my request is disapproved, according to the policy, you must notify me in writing with the reason(s) as to why within the same **15 working days by [REDACTED]**. If my request is approved, we will work out the specifications and incorporate them into the written agreement (attached), which will be signed by both of us. Within 30 days of signing the agreement, I will begin working at the alternate work site unless circumstances dictate otherwise. Attached is the agreement and safety checklist for your review and consideration.

Sincerely,  
(Your name)