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Article 39

Work At Home By Exception

Section 1. Purpose

This is to provide policy on the use of SSA's work-at-home by exception provision.

Section 2. Employees Covered

All SSA AFGE bargaining unit employees are covered by this policy.

Section 3. Detailed Provisions

A. Work at home by exception may be authorized for:

- 1. Severely handicapped employees for whom it would be difficult to commute to the worksite.

23 These employees may be considered for work at home if the following
24 conditions are met:

25
26 The employee has a severe medical illness, injury, or condition
27 certified by a physician, in addition to a severely handicapping
28 condition, that prevents the employee from commuting to work by way
29 of public or private transportation conveyance. An employee with a
30 severe disability who requests permission to work at home as a
31 reasonable accommodation must demonstrate that he or she also
32 meets the medical conditions cited above before the request for
33 reasonable accommodation can be considered.

34
35 Exceptions under this provision generally do not apply to employees
36 with severe disabilities (such as blindness **and** deafness ~~and~~
37 ~~orthopedic or neurological impairments~~) unless the employee also has
38 a medical condition which prevents him/her from commuting to work by
39 public or private transportation.

40
41 Example: A disabled person whose physical condition has deteriorated
42 to the point that commuting to the office for his/her complete tour of
43 duty is no longer possible, may be able to work at home a part of each
44 week.

45

46 2. Employees, who because of an illness or injury, certified by a physician,
47 cannot readily commute to the worksite but are able to perform job
48 duties at home.

49
50 Example: An employee, who is recovering from surgery, may be
51 authorized by the physician to work full-time or part-time but not to
52 travel from home for a specified period. **(e.g., an employee who has**
53 **complications from pregnancy and requires intermittent bed rest.**
54 Also, a wheelchair-bound employee may periodically have prescribed
55 bed rest to prevent or treat pressure sores.

56
57 3. Employees where conditions outside the control of the Agency make it
58 ~~impossible~~ **difficult** for them to commute to work.

59
60 **a.** Example: A disabled employee utilizes a mass transit mobility
61 service to commute to work would have no means of transportation if
62 the service is suspended temporarily.

63
64 **b. Example: There is an outbreak of a serious communicable**
65 **disease pandemic which prevents some or all employees from**
66 **working in their duty station.**

67 **c. Example: There is a national disaster (e.g., earthquake,**
68 **volcano, terrorist attack, hurricane, etc) which prevents some or**
69 **all employees from working in their duty station.**

70

71 B. Documentation Requirements

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73 1. Requests to work at home by exception must be in writing and include:

74

75 a. A statement that the employee is performing at or above the
76 successful contribution level;

77

78 b. A statement of the reason for working at home; e.g., provide an
79 explanation of the disability, **illness or condition, pandemic,**
80 **natural disaster etc.** which makes it difficult for the employee to
81 commute to work; an explanation of the injury or illness (with
82 medical certification concerning the employee's ability to commute
83 and work at home);

84

85 c. A statement of how the quality and quantity of work performed will
86 be measured;

87

88 d. A statement detailing how the work will be transmitted;

89

- 90 e. A statement of the days and hours scheduled for work at home;
91
92 f. A statement of the duties of the employee's position to be
93 performed at home;
94
95 g. A list of the equipment, if any, the employee's component will
96 provide for the employee's use; e.g., file cabinet, portable computer,
97 etc.; and
98
99 h. A statement that any computer security/access issues have been
100 resolved. **This includes connectivity to SSA's computer system.**

101

102 C. Prohibitions While Working at Home by Exception

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104 Employees approved to work at home by exception under these exception
105 provisions may ~~not~~ work overtime **and earn credit hours** at home ~~unless~~
106 ~~they are~~ **if** pre-approved to do so by the Agency.

107

108 D. The employee will be informed by the immediate supervisor as to which
109 management official has the delegated authority to approve his/her request to
110 work at home by exception.

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