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Article 39

Temporary 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.~~

Work at home by exception is for a temporary period of less than six (6) months for employees who, because of medical reasons, are unable to commute to work but are able to perform the duties of their position at home.

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:~~

23 ~~1. Severely handicapped employees for whom it would be difficult to~~
24 ~~commute to the worksite.~~

25
26 ~~These employees may be considered for work at home if the following~~
27 ~~conditions are met:~~

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

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

43
44 ~~Example: A disabled person whose physical condition has deteriorated~~
45 ~~to the point that commuting to the office for his/her complete tour of~~

46 ~~duty is no longer possible, may be able to work at home a part of each~~
47 ~~week.~~

48

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

52

53 ~~Example: An employee, who is recovering from surgery, may be~~
54 ~~authorized by the physician to work full-time or part-time but not to~~
55 ~~travel from home for a specified period. Also, a wheelchair-bound~~
56 ~~employee may periodically have prescribed bed rest to prevent or treat~~
57 ~~pressure sores.~~

58

59 ~~3. Employees where conditions outside the control of the Agency make it~~
60 ~~impossible for them to commute to work.~~

61

62 ~~Example: A disabled employee utilizes a mass transit mobility service~~
63 ~~to commute to work would have no means of transportation if the~~
64 ~~service is suspended temporarily.~~

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69 ~~B. Documentation~~ **Section 3. Requirements**

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71 **A.**

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

73 **the following:**

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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.,~~ **including**
79 ~~provide~~ an explanation of the **medical condition or** disability which
80 makes it difficult **the employee unable** ~~for the employee to~~
81 commute to work;

82

83 **c. A** an explanation of the injury or illness (with medical certification
84 concerning the employee's ability to commute and work at home);
85 **(made a new paragraph from b)**

86

87 ~~e.d.~~ A statement of how the quality and quantity of work performed will
88 be measured;

89

90 **d.e.** A statement detailing how the work will be transmitted,
91 **maintained and secured in accordance with agency policy;**

92

93

e.f. A statement of the days and hours **requested** ~~scheduled~~ for work

94

at home **by exception**;

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f.g. A statement of the duties of the employee's position to be

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performed at home;

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g.h. A list of the equipment **requested for**, ~~if any, the employee's~~

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~~component will provide for the employee's use; e.g., file cabinet,~~

101

~~portable computer, etc.; and~~

102

103

h.i. A statement that any computer security/access issues have been

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resolved, **in accordance with agency policy**.

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106

~~D.~~ **B. Requests for work at home by exception are subject to management**

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approval. The employee will be informed by the immediate supervisor as to

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which management official has the delegated authority to approve his/her

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request to work at home by exception.

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111

C. Prohibitions While Working at Home by Exception

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113 Employees approved to work at home by exception under these exception
114 provisions may not work overtime at home unless they are pre-approved to
115 do so by the Agency.