



Alternative Work Arrangements Program Frequently Asked Questions (FAQ)

Updated September 2021

Below are common questions asked by employees about Alternative Work Arrangement (AWA) offerings, including the Telework Arrangement Program (TAP) and Alternative Work Schedule (AWS). **The guidance below is organized into three sections:**

- [SECTION 1: Alternative Work Arrangements \(AWA\)](#)
- [SECTION 2: Telework Arrangement Program \(TAP\)](#)
- [SECTION 3: Alternative Work Schedule \(AWS\)](#)

Please review the questions for guidance included below. Please contact the OHRM Alternative Work Arrangements Program Team at AWA@co.pg.md.us or your Agency Alternative Work Arrangement Coordinator if you have any questions.

SECTION 1: Alternative Work Arrangements (AWA)

1. What is an Alternative Work Arrangement (AWA)?

There are two forms of Alternative Work Arrangements (AWA) available for County employees:

- A. Telework**, allows employees with an Agency-approved Telework Agreement to work away from the employee's official workplace in a home-based office, telework center, hot-desking, or hoteling, with approval from supervisor, and completing training and forms. Telework Agreements are finalized by being sent to your Agency Alternative Work Arrangement Coordinator and collected by the AWA Manager. ([Administrative Procedure 226](#))
- B. Alternate Work Schedule**, which allows for flexible schedules and approved compressed workweeks with the approval of supervisor and completion of AWS Form and kept on file. ([Administrative Procedure 229](#))

SECTION 2: Telework Arrangement Program (TAP)

2. What are the benefits of teleworking?

There are many general benefits to teleworking, and there are benefits that will be specific to your organization and staff. Some examples include:

- Improvements in employee morale and effectiveness.
- Reductions in transportation costs including car insurance, maintenance, and wear.
- Retention of employees due to increased job satisfaction.
- Reduction in automobile-created air pollution and traffic congestion.
- Potential for increased productivity.

3. What are the criteria for participating in Prince George's County Government's Telework Program?

All employees are considered eligible for the Telework Application Program, **except** those who:

- Perform onsite activity that cannot be handled remotely. Employees whose duties require hands-on customer service or involve technology or resources

that can only be performed at the onsite workplace without significant modification to the position are also ineligible.

- Handle secure materials that cannot be physically removed from the official duty station.
- Received a summary performance rating below Need Improvement within the last performance cycle, or whose conduct has resulted in disciplinary action within the last year.

4. Who decides if I can telework?

The decision for employees to telework is at the discretion of the Agency Appointing Authority. **Telework is a privilege for employees with approval of the Agency Appointing Authority.**

5. Can my supervisor come to my telework site?

Yes. Supervisors and the Office of Risk Management have the right to inspect your telework site for safety purpose. You will be given a 24-hour notice if an inspection is to occur.

6. Will teleworking eliminate the need for dependent care?

No. Teleworking is not a substitute for child or elder care. Employees should continue to make the same arrangements for dependent care as if working at the main office.

7. What if a supervisor or a teleworker believes the teleworking arrangement is not working?

Teleworking is not a right or condition of employment. A supervisor may end an employee's participation in the Telework Program if the employee's performance declines, the employee is no longer eligible for participation, or if the employee's continued participation in the program is not in the best interest of the agency. Since participation in the program is entirely voluntary, an employee may discontinue teleworking at any time.

8. Will I be reimbursed for utilities or other expenses associated with work at a Remote Work Site?

No. The County assumes no financial or other responsibility for the teleworker's expenses related to working at a home-based office.

9. Are there restrictions on the use of County-owned equipment, software, or information at the home?

Yes. County-owned equipment can be used for official purposes only. Teleworkers must adhere to all rules, regulations, and procedures relating to security and confidentiality of work-related information and data. Agencies must maintain appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records.

10. Can I be on continuous or intermittent FMLA and Telework?

If an employee is on continuous leave, the employee cannot telework, until leave is ended. If an employee is on intermittent leave, the employee must document time as either telework or FMLA.

- Continuous FMLA:** If an employee is on continuous FMLA, the employee cannot be on leave and use telework in place of leave hours.
- Intermittent FMLA:** If an employee is on intermittent FMLA, the employee can use telework on days that they are working and not on approved FMLA. Telework cannot be used in place of leave on approved FMLA days as the employee must be working to use Telework.

11. Where can I find the Telework Application?

The telework application can be found on the [Telework page](#).

12. What do I have to do as an employee to become a teleworker?

The use of telework is at the discretion and approval of the Agency Appointing Authority. The application process for telework begins with the employee's completion of a Telework Arrangement Program Agreement. Additional guidance on the process, roles, and responsibilities for telework approval can be found on the [Telework page](#).

SECTION 3: Alternative Work Schedule (AWS)

13. What is an Alternate Work Schedule (AWS) and where can I find an application?

The AWS Program provides eligible employees of the Executive Branch the option to work either a compressed schedule or a flex schedule that would equate to eighty (80) hours during the bi-weekly pay period. The County believes that the use of non-standard or AWS can be a valuable motivation and productivity tool if operational needs are met. Participation is voluntary and subject to management approval. To learn more about different schedule options and or obtain an application, visit the [Alternative Work Arrangements page](#).

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