

# Teleworking

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This presentation offers an overview of general telework principles and procedures. It provides you with up-to-date information on the Telework Enhancement Act of 2010 and how it affects you as a Federal supervisor. It covers the potential benefits of the telework program, in terms of recruitment and retention, reasonable accommodation, and mission accomplishment. Additionally, it addresses some of the concerns that supervisors may have with telework, and what to consider if you want to deny a telework request or terminate a telework agreement.

## Kevin Scott

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Kevin Scott has worked in human resources for USGS since 2002. He has been in Federal human resources since 1987 with the Office of Personnel Management, the Federal Highway Administration, and the American Battle Monuments Commission. Kevin currently works in employee relations and helps supervisors address performance, awards, conduct and leave issues. Kevin has supervised teleworkers as well as employees in geographically dispersed duty locations. He also teleworks on a regular basis.

## Ximena Calero

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Ximena Calero joined the USGS Office of Human Capital in 2011, she currently holds a role as a Human Resources Specialist in Employee and Labor Relations. Prior to USGS, she worked as a Human Resources Manager in the private sector. She brings over 12 years of human resources experience in employee relations, operations, strategic planning, performance management, compensation, conflict resolution, policy, and workshop facilitation. In her role as Employee and Labor Relations Specialist, she advises management on disciplinary and adverse actions, rights, grievances, appeals, performance management, telework, and other employee relation issues. Ximena also has personal experience with telework. She holds a Bachelor of Science Degree in Human Resources Management from the University of Maryland.