

**APPENDIX A**  
**Glossary**

Official Duty Station	<p>Consistent with current law, regulations, and OPM guidance, the official duty station is the city or town, county, and State in which the employee normally works. For most employees, this will be the location of the employee’s worksite, i.e., the place where the employee normally works, or at which the employee’s activities are based, as determined by the supervisor. For example, an employee’s official duty station would continue to be the agency office from which he or she teleworks as long as the employee regularly commutes into the agency office <b>at least once a week</b>. However, if the employee does not regularly commute into the agency office, his or her official duty station would be changed to the alternative worksite from which the employee performs his or her duties.</p> <p><u>Exceptions for short-term situations.</u> There may be unusual situations in which an agency should not change an employee’s official duty station even though the employee rarely commutes to the agency office (e.g., in the case of an employee who works <b>temporarily</b> from home while recovering from an injury or employees who are required to work <b>temporarily</b> at alternative worksites in emergency situations).</p>
Telecenter	<p>A General Services Administration (GSA), USDA, or other approved facility established by state, local, or county governments or private sector organizations for use by teleworkers. Payment for use of GSA telecenters is made annually using GSA’s “Telecommuting Facility Reimbursement Information Sheet”.</p>
Teleworker	<p>An employee who works at an alternative work location (i.e., home, telecenter, or other satellite work location) on a regular and reoccurring schedule for a minimum of one day a pay period or on a temporary basis in those situations identified under 2d and with a written agreement.</p>

Teleworking

(Also known as flexiplace, flexible workplace, and teleworking). Performance of official duties at an alternative work site (i.e., home, telecenter, or other satellite work location).

Telework agreement

A written agreement, completed and signed by an employee and appropriate official(s) in his or her Division/office that outlines the terms and conditions of the telework arrangement (Appendix B).

