

Telework Policy and Implementation Working Group Recommendations

The information below is provided in response to a letter dated January 24, 2023, from Senator Shelley Moore Capito to NRC Chair Christopher T. Hanson.

The Executive Director for Operations (EDO) directed the Telework Policy and Implementation Working Group (TPIWG) to assess the agency's telework policy and its implementation and provide recommendations for ensuring the telework policy has sufficient flexibility to meet mission needs and is implemented fairly and equitably, consistently, and with transparency. The recommendations listed below are reflective of the deliberations, recommendations, and analyses of the staff members comprising the TPIWG. Additionally, the recommendations are drawn from the views and opinions of staff who contributed to the TPIWG through focus groups, direct feedback, and other methods. The recommendations are under consideration. Senior leaders continue to engage with staff on these recommendations.

Recommendation 1: Adopt and implement Presence with Purpose (PwP). This includes the need for all employees to adjust work schedules as needed to support the PwP guiding principles of in-person interactions to connect, collaborate, create, and celebrate.

Recommendation 2: Modify the current agency hybrid work model to reduce the number of required fixed schedule in-person days from four to two days per pay period if the nature of the work supports it. The authority to approve telework schedules will reside with the Branch Chief. Under this new hybrid work model, supervisors will have the discretion to exceed this two-day minimum, consistent with their responsibility to support necessary in-person PwP activities.

Recommendation 3: Modify the processes related to full remote work by implementing the following items.

Recommendation 4: Delegate approval authority and streamline the full remote work approval process for temporary assignments (i.e., rotations and details) to better enable the agency to fill emergent limited-duration agency needs.

Recommendation 5: Streamline and automate agency telework process and associated forms.

Recommendation 6: Revise and clarify guidance on appropriate use of Project-Based Telework.

Recommendation 7: Replace the term "full-time" telework with the term "full remote" telework.

Recommendation 8: Provide clarification of existing telework flexibilities.

Recommendation 9: Update and consolidate all telework guidance to enable successful implementation of the agency's telework program.

Recommendation 10: Establish the infrastructure to capture agency telework data to enhance transparency and support analysis and information needs to support the pilot and enable the agency to make ongoing decisions related to telework.

Recommendation 11: Update telework guidance to explicitly capture expectations and norms for optimizing hybrid and virtual meetings.

Recommendation 12: Establish an agencywide position on the minimum number of hours in the office for the in-person day to 6 hours.

Recommendation 13: Establish a new telework option, hybrid remote worker, that requires a minimum of 2 days per month in-person and PwP.

Recommendation 14: Modify Management Directive 14.1 "Official Temporary Duty Travel" to provide that the NRC will not reimburse local travel for employees commuting 50 or less miles from their alternate worksite to their assigned agency worksite. The modification does not affect reimbursement for local travel for other purposes.

Recommendation 15: Conduct a thorough assessment of the pilot to inform any new policy changes or potentially determine a need to modify or extend the pilot to better inform the content and implementation of a new policy.