



HR Highlights April 2024

Reminder to Review Telework Agreements

As outlined in the [Telework Policy](#), agencies must review each employee's telework agreement on an annual basis and determine whether to renew or update the agreement for the upcoming year. In accordance with operational business needs, agencies may determine the time of year to perform this review. However, many current telework agreements have expiration dates in Cardinal effective June 30.

Agencies should review the employee's job duties and performance and advise employees if their telework agreement will be renewed or changed. Existing telework agreements that are not changing may be approved by your agency head. Executive Branch agencies are required to update the telework data for classified employees in Cardinal. Please use the Cardinal Job Aid, [HR351 Managing Employee Teleworker Data](#) to assist with this update.

The [Telework Agreement Application](#) will be updated to align with the 2024-2025 review cycle and should be used for new or revised telework agreements. Existing telework agreements that are not changing are not to be submitted in the Application. These [Telework Training and Materials](#) are available to assist you with using the Telework Agreement Application.