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**USA Staffing**

**Remote Work**

**Frequently Asked Questions**

**May 2022**

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**OPM** HR SOLUTIONS  
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## Introduction

The frequently asked questions below are intended to assist agencies and HR specialists in gaining a better understanding of the remote work functionality in the USA Staffing system. If you have additional questions that are not addressed in this document, please contact your USA Staffing Account Manager.

## General Questions

### What is remote work?

Remote work is a special type of arrangement under which an employee is scheduled to perform work within or outside the local commuting area of an agency worksite and is not expected to report to the agency worksite on a regular and recurring basis each pay period. Employees must obtain managerial approval for remote work arrangements. The duty station of a remote worker is the worker's home or other alternative location from which the employee is authorized to work that is not an agency office or facility. Based on the increased use of remote work arrangements, USAJOBS and USA Staffing have developed the capability for job opportunity announcements to be advertised as Anywhere in the U.S. (remote job) to clearly communicate remote work opportunities to job seekers.

### What is telework?

The official definition of "telework" can be found in the Telework Enhancement Act of 2010: "[t]he term 'telework' or 'teleworking' refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work." When a position is telework eligible, the work arrangement should outline employees' regularly scheduled days on which they telework and regularly scheduled days when they work in their agency worksite.

### Will the Location Negotiable After Selection location be retained after the implementation of the Anywhere in the U.S. (remote job)?

Yes. The Location Negotiable After Selection location will be retained for a period while its continued use is further evaluated. For more information on when to use this, please see Process/System Questions below.

### Will existing open announcements be able to be updated with the Remote Job location information?

Users will not be able to update existing open announcements due to the different conditions of employment and rules for applicants.

## Process/System Questions

### **What are situations where it is appropriate to use the Anywhere in the U.S. (remote job) location?**

When the position is designated by agency policy as remote, the location Anywhere in the U.S. (remote job) would be appropriate.

### **What are situations where it is appropriate to use the Location Negotiable After Selection location?**

When an agency has multiple agency worksites where a position can be filled, and the position is not designated as remote. Example, a position can be filled at an agency worksite in Washington D.C., Kansas City, MO, or Atlanta, GA, and the selected applicant can choose their preferred location after selection.

### **What are suggested uses for the Remote Job description text box?**

Expected hours of work (time zone expectations), if the team is remote or only the position is remote, how salary will be determined based on duty station, and/or requirement for limited visits to an office.

### **Can a position be designated as both Telework Eligible and Remote Job?**

No. A position cannot be designated as both Telework Eligible and Remote Job simultaneously. Please refer to definitions of telework and remote work above.

### **Why are no other locations available to be added along with Anywhere in the U.S. (remote job)?**

To ensure job announcements are clear about the option to work remotely, if the Remote Job indicator is selected, USA Staffing will not allow additional locations to be selected.

### **How does the HR user input the duty location of a new hire when the position was advertised with the Anywhere in the U.S. (remote job) location?**

If the agency uses USA Staffing Onboarding, the HR user can update the duty location in the Position Information Questionnaire portion of the new hire record.

### **If an agency is filling multiple jobs, one identified as remote and another with requirements to report to the worksite on a recurring basis, can those jobs be announced in the same JOA?**

If a job has multiple hires who could work remotely or in a specific location, such as multi-agency positions, the agency should open two separate announcements: one for the specific location(s) and one designated as remote with the Anywhere in the U.S. (remote job) location.

### **How can I report on remote work positions in Cognos?**

Users will be able to report on whether a position has been marked as a Remote Job, and on any associated Description Text.

### **What salary ranges should be posted in a job opportunity announcement for Remote Jobs?**

The functionality built in the salary range fields within USA Staffing will remain the same. The HR User will be responsible for inputting the lowest and highest possible range for the specific grades. (e.g., the bottom of the range as Step 1 from

the “Rest of US” pay table and Step 10 from the pay table with the highest locality adjustment). It is recommended that agencies add a statement to the additional information salary field (e.g., The actual salary will be based on the geographic location of the individual(s) selected for this position.).

## Applicant Questions

### How does a job seeker find Remote Jobs in USAJOBS?

Remote Jobs will be included in a Job Seeker’s search results. Job Seekers have the option to adjust their search results to “Only show remote jobs” or “Exclude remote jobs” by selecting the appropriate radio button found under the More Filters tab.