

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 14-54

April 25, 2014

To: All Regional Directors, Officers-in-Charge,  
and Resident Officers

From: Ann Purcell, Associate General Counsel

Subject: Telework Training

Attached please find the MOU between the NLRBU and the General Counsel addressing training for teleworkers. The Telework Enhancement Act requires that all employees engaging in telework must undergo telework training. The NLRBU and the GC have agreed that requirement will be fulfilled by taking the OPM training on [OPM's website](#). However, employees who were teleworking prior to the date the contract was implemented (December 9, 2013), will not be required to take this training. All employees who began teleworking on or after December 9, 2013 must take the training pursuant to the MOU. Please advise all employees who began teleworking on or after December 9, 2013 to take the training and then inform you when the training has been completed. Please keep a record demonstrating that all employees who began telework on or after December 9, 2013 have taken the training. This will be a continuing requirement as employees new to teleworking sign up. The training takes about 30 minutes.

This is also a requirement for all supervisors and managers who are teleworking.

Thank you and let me know if this raises any questions

/s/  
A.P.

Attachment