



eTelework System User Guide

**For Employees, Supervisors, Directors/Designees,
and Telework Management Officers (TMOs)**



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Overview

This user guide provides the following information regarding the eTelework System:

- How employees can:
 - Apply to telework (recurring or intermittent/situational)
 - Check the status of a telework application
 - Modify a telework application that has already been submitted
 - Submit an appeal
- How supervisors and directors/designees can:
 - Approve/deny an employee's telework application
 - View pending applications
 - Send a telework application back to an employee for revision
- How Department Telework Management Officers (TMOs) can:
 - Search and run reports on telework applications
 - Cancel existing telework applications

Note: This user guide only covers how to use the online eTelework system. For other information related to telework (including the County Telework Policy), visit montgomerycountymd.gov/telework.

How It Works at-a-Glance

1. The employee submits an application via the online system. The request is automatically routed to the employee's supervisor for review and recommendation.
2. The supervisor reviews the online application, selects a date for the telework schedule to begin, completes the Manager Suitability Assessment, and submits a recommended schedule for telework or denial of telework to the department director or director designee (or returns the application to the employee for corrections).
3. The department director/designee reviews the online application and the supervisor's recommendation, then submits a decision of approval or denial.
4. The employee is notified of the department decision and can begin teleworking on the schedule start date if the application was approved. The employee also has the option to appeal the decision.

For Program Details

For details about the Telework Program including the Telework Policy, terms and definitions, who can apply, training and technology requirements, how to appeal a decision, timekeeping guidance, tips for success in a remote environment, and other resources, please visit:

montgomerycountymd.gov/telework

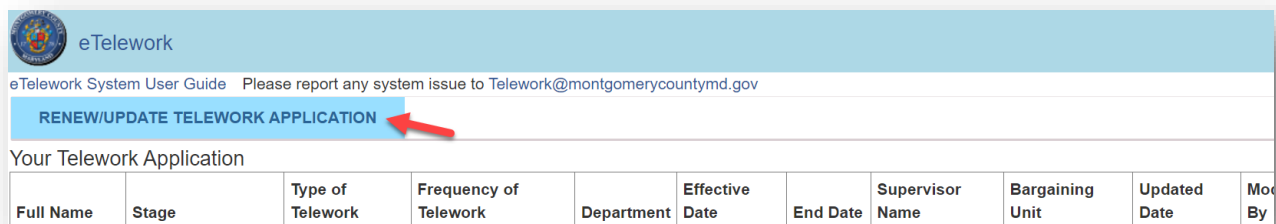
Access the System

- Go to <https://eportal.montgomerycountymd.gov/goto/OHRTLW>. (This link to access the system can also be found on the [Telework Webpage](#).)
- Log on with your AccessMCG username and password:



Apply for Telework (Employees)

- Select **NEW APPLICATION** to start an eTelework application. If you currently have an active telework arrangement, this button will instead say **RENEW/UPDATE TELEWORK APPLICATION**.



Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Bargaining Unit	Updated Date	Modified By
-----------	-------	------------------	-----------------------	------------	----------------	----------	-----------------	-----------------	--------------	-------------

- The **Telework Application Form** tab will appear.

Note: The two columns of employee information displayed at the top of the form (Name, Job Title, etc.) are pre-populated from Oracle. If any of this information is inaccurate, please contact your departmental HR Liaison to correct it in Oracle.

Not a first-time teleworker? If you have an active telework arrangement, your new application will be pre-populated with the information you submitted in your previous application for your convenience (unless your position has recently changed). Carefully review all tabs and edit information as needed before submitting your new application.

- Select the **Type of Telework** that you are applying for by clicking one of the checkboxes. For more information about the different types of telework, visit MCG's [Telework Webpage](#).
 - If you select the **Recurring** telework checkbox, additional fields will appear for you to provide your proposed telework schedule for a standard pay period. Select an option from the **Frequency of Telework** dropdown menu. Enter the work times (including meal periods) for your proposed

telework schedule for Week 1 and Week 2. If your proposed telework schedule is the same each week, you can simply fill out the first week and then click the blue “Copy from week 1” button to automatically fill in week 2 with the same schedule.

Note: If you are applying for recurring telework and your proposed telework schedule is not the same every pay period, enter an example schedule in the Work Times/M meal Period Times boxes and use the Schedule Comments section to state other variations or explanatory details to your schedule. Consult with your supervisor to ensure you are entering the information into eTelework in a way that makes sense for your department. See the sample below.

Type of Telework*

☒ Recurring (you telework on a regular, recurring basis up to 5 days per week)

☐ Intermittent/Situational (you generally work onsite, but telework for limited periods of time)

Employee's Proposed Telework Schedule

Frequency of Telework* 3 days per week

Proposed Telework Schedule (enter only the days you will be teleworking)

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work Times ¹	9 am - 5:30 pm		9 am - 5:30 pm		9 am - 5:30 pm		
Meal Period Times ¹	12 - 12:30		12 - 12:30		12 - 12:30		

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Copy from week 1		9 am - 5:30 pm	9 am - 5:30 pm		9 am - 5:30 pm		
Meal Period Times ¹		12 - 12:30	12 - 12:30		12 - 12:30		

¹ Work hours must include a ½ hour unpaid meal period.

Schedule Comments

b. If you select the **Intermittent/Situational** telework checkbox, the form will display your telework schedule **As Approved** and you will not need to fill out a proposed schedule.

- Enter the address of the primary location where you plan to work remotely (typically your home address), then enter the telephone number where you can be contacted when working remotely.
- Use the final textbox to explain how your job responsibilities are suited for teleworking. Be descriptive and specific when referring to your job responsibilities to expedite your application process.
- Click **Next** to continue your telework application. The **Employee Suitability Assessment** tab will appear.

- Respond to each statement on the assessment by selecting **TRUE** or **FALSE**. (Most positions that are suitable for telework will have a response of TRUE to all of the statements.)

Application Form | Portability Self-Assessment

Portability Self-Assessment

Please select a response for each question based on how you perceive your role.

Self-Assessment Statements	TRUE	FALSE
1. The job involves independent <u>daily</u> work that the employee can control and schedule.	<input checked="" type="radio"/>	<input type="radio"/>
2. The position does <u>not</u> require <u>daily</u> continuous on-the-job training.	<input checked="" type="radio"/>	<input type="radio"/>
3. The position does <u>not</u> require the employee to access and use onsite confidential materials, special facilities or equipment on a <u>daily</u> basis.	<input checked="" type="radio"/>	<input type="radio"/>
4. The position does <u>not</u> require <u>daily</u> face-to-face contact with:		
a. Supervisor(s)/manager(s)	<input checked="" type="radio"/>	<input type="radio"/>
b. Colleagues/team members/coworkers	<input checked="" type="radio"/>	<input type="radio"/>
c. Customers/General Public	<input checked="" type="radio"/>	<input type="radio"/>
5. The <u>daily</u> job tasks can be clearly defined so that work outcomes can be assessed, and the employee can deliver the necessary work products while working remotely.	<input checked="" type="radio"/>	<input type="radio"/>

If the response is **FALSE** to any of the above statements, the position is typically not suitable for telework. If the response is **TRUE** to all of the above statements, the position is typically suitable for regular or situational telework once position eligibility is determined.

Previous Exit without Saving Next

- Click **Next** to continue your telework application. The **Technology & Equipment** tab will appear.
- Based on your discussion with your Supervisor, indicate what equipment you need while teleworking by checking **Yes** or **No** in the second column. If you select Yes for any items, indicate whether you or the County will provide that equipment for you to use while teleworking by checking **County** or **Teleworker** in the third column. List any additional equipment that you will need while teleworking in the **Other** field.

Application Form | Portability Self-Assessment | Equipment Form

Technology & Equipment List

Based on your discussion with your Supervisor, indicate below what equipment you need (check Yes or No), and whether you or the County will provide that equipment for you to use while teleworking.

TECHNOLOGY/EQUIPMENT (Indicate all that apply)	Employee to complete with Yes or No	PROVIDED BY (County or Teleworker)
Desktop or Laptop computer	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> County <input type="radio"/> Teleworker
Monitor	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> County <input type="radio"/> Teleworker
Smart Phone or Other Mobile Device	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> County <input type="radio"/> Teleworker
VPN	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> County <input type="radio"/> Teleworker
Other <div></div>		<input type="radio"/> County <input type="radio"/> Teleworker

Previous Exit Next

- Click **Next** to continue your telework application. The **Acknowledgement** tab will appear. Carefully review each of the statements. Then, click the checkbox to indicate that you have read and agree to the terms listed.

- Click **Submit** to send your application to your supervisor for review. The application will be routed to your immediate supervisor, who will receive an email notification that a telework application has been received in the system. You will also receive an email confirmation that your request has been sent.

telework.

☒ I have read and agree to the terms listed above.

Once you click "Submit," you cannot change your answers and your application will be sent to your supervisor for review.

Previous Exit without Saving **Submit**

- Click Logout at the top-right of the screen.

Check the Status of Your Application (Employees)

- Employees can **log into the eTelework system** at any time to view their request status in the **Stage** column. In the example below, the employee has submitted a request for recurring telework and it has been sent to the immediate supervisor for review.

eTelework Logout

PLEASE REPORT ANY SYSTEM ISSUE TO #OHR.ITTeam@montgomerycountymd.gov

Your Telework Application

Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Updated Date	Modified By	Created Date
	Supervisor Review Application	Recurring	days per week							

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- You can review your submitted application by clicking on the blue link over your name in the first column.

View Pending Applications (Supervisors/Directors/Designees)

- Supervisors, directors, and director designees can log into the **eTelework system** at any time to view telework applications pending their action. The example below shows the director/designee view of two telework applications pending director-level decision. The current status of each application can be seen in the **Stage** column.

Your Tasks


Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Department director/designee	Updated Date	Modified By	Created Date
	Director/Designee Review	Intermittent/Situational							1/11/2022		1/11/2022
	Director/Designee Review	Recurring	2 days per week						11/3/2021		11/3/2021

- Click on the blue link over each employee's name in the first column to open the application.

Submit a Recommendation on an Application (Supervisors)

- The supervisor will receive an email notification when an employee submits an application through the system. The supervisor should click on the link in the email and then log on to view the application details. (The supervisor can also go [directly to the system](#) and click on the employee's name in the first column to open that employee's application.)

Your Tasks

Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Updated Date	Modified By	Created Date
	Supervisor Review Application	Intermittent/Situational								1/11/2022

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- Underneath the employee's proposed schedule, use the section **Supervisor Proposed Schedule and Frequency of Telework** to recommend any changes to the employee's proposed schedule if needed.
- Select a date for the telework schedule to begin. If you do not select a date, the employee's schedule will default to begin on July 1. (Or, for mid-year applications, the schedule will default to begin on the first day of the next pay period.)
- Carefully review the information on each page of the application, then click **Next** until you get to the **Manager Suitability Assessment** section:
- Consider the employee's job responsibilities and select TRUE or FALSE for each statement on the assessment considering the employee's job responsibilities.
- In the **Recommendation** section, check one of the options based on your decision and enter any comments. The comments you enter will be seen by the employee.

Recommendation

☐ I recommend this application for APPROVAL

☐ I recommend this application for DENIAL

Comments (these comments will be seen by employee):

Please select department director/designee for final approval: ----Select----

- Once you have completed your recommendation on the employee's telework application, select the appropriate department director/designee from the dropdown menu. Then, click **Submit** to send the employee's application to the department director/designee for a final determination.

Note: If you are a department director or designee and you are reviewing a telework application of one of your direct reports, you must complete both the supervisor and director-level determinations at the same time in eTelework. See the [Approve/Deny an Application](#) section of this guide for more information.

Approve/Deny an Application (Directors/Designees)

- The director (or director's designee) will receive an email notification when a supervisor makes a determination on a telework application through the system. The director/designee should click on the link in the email and then log on. (The director/designee can also go [directly to the system](#) and click on the employee's name in the first column to open that employee's application.)

eTelework Test Site KASUNK01 Logout

PLEASE REPORT ANY SYSTEM ISSUE TO #OHR.ITTeam@montgomerycountymd.gov

NEW APPLICATION APPROVED/ACTIVE SEARCH APPEALS RUN AS -

Your Tasks

Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Department director/designee	Updated Date	Modified By	Created Date
	Director/Designee Review	Intermittent/Situational							1/11/2022		1/11/2022

- The director/designee will see the application details submitted by the employee, as well as the supervisor's recommendation and any comments.

Supervisor Review

Recommended for APPROVAL by [redacted] on 4/28/2022

Comments: [redacted]

Exit without Saving Return to employee supervisor for correction Submit Next

- Carefully review the information on each page of the application, then click **Next** until you get to the **Manager Suitability Assessment** section.
- In the **Department director/designee decision** section at the bottom of the page, indicate your approval or denial by selecting one of the checkboxes. Add any additional comments. These comments will be seen by the employee.

Manager Recommendation

I recommend this application for APPROVAL

Manager Comments:

Test comments

Department director/designee decision

☐ Approve this telework application

☐ Deny this telework application

Comments (these comments will be seen by employee):

Previous Exit without Saving Return to employee supervisor for correction Submit

- Click **Submit** to complete your determination. The employee will receive an email notification of the decision.
- Note:** If you are a department director or designee and you are reviewing a telework application of one of your direct reports, you must complete both the supervisor and director-level determinations at the same time in eTelework.

Update/Edit a Submitted Application (Employees)

- If you need to edit your telework application after it has been submitted, log into the [eTelework system](#) and check the current status of your application (under the “Stage” column). If you need to make a change to an active telework arrangement (for example, if your remote work location changes mid-year), see section (d) below.
 - a) If the application status is **Requester Fix Application**, this means that your supervisor has returned your application to you with requested corrections from your supervisor and/or director/designee. Click on your name in the leftmost column to open your application and make the requested edits, then resubmit your application for department approval. (You can also click the link in the notification email you received.)
 - b) If your application status is **Supervisor Review Application**, you should ask your supervisor to log into the eTelework system and send your application back to you for correction. You will then be able to edit and resubmit your application.
 - c) If your application status is **Director/Designee Review**, your supervisor will need to ask the director/designee in your department to send the application back to your supervisor for correction in the eTelework system. Your supervisor can then log in and send your application back to you for correction.
 - d) If your application status is **Approved/Active**, click the "Update Telework Application" or "Renew/Update Telework Application" button at the top of the eTelework landing page to enter and submit your updated information. Each time an update is made, your supervisor and director will need to approve. There is no need to cancel the previous arrangement before submitting the update.

Note: There are a few differences in the system functionality depending on whether or not the eTelework system is currently accepting applications for the next fiscal year.


If the button says “Renew/Update Telework Application”: This means the eTelework system is currently accepting applications for the next fiscal year. (Each fiscal year begins July 1.) Information will be automatically populated from your previous application (unless your position has recently changed). Make the edits needed and then click Submit to send your updated application for department approval through the usual process.

If the button says “Update Telework Application”: This means the eTelework system is not accepting applications for the next fiscal year, but you can still update your current telework arrangement. Some information (telework type, frequency, schedule, suitability assessment) will **not** be automatically populated from your previous application. Fill in the missing information and make any other edits needed, then click Submit to send your updated application for department approval through the usual process.


Return an Application for Corrections (Supervisors)

- If a correction is needed on an employee's telework application, the supervisor should return the application to the employee to make the requested corrections.
- Log into the [eTelework system](#) and check the status of the employee's application under the Stage column. If the Stage listed is **Supervisor Review Application**, the application is still under supervisor review. If the Stage listed is **Supervisor Fix Application**, this means the department director/designee has returned the application to the supervisor with requested corrections.
- Click on the employee's name in the first column to open the telework application:

Your Tasks

Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Updated Date	Modified By	Created Date
	Supervisor fix Application	Intermittent/Situational						1/11/2022		1/11/2022

- If the application was returned to the supervisor by the director/designee, a message will be displayed in red at the top of the application with the corrections requested by the director/designee:

 eTelework Test Site

Corrections required by department director/designee - [Corrections requested by Director/Designee will appear here.]

Application Form Employee Suitability Assessment Equipment Form Agreement Manager Suitability Assessment

Telework Application Form (Click [here](#) to get instructions of filling out an application) [Action History](#)

- Click **Return to employee for correction**:

Address

Phone

Describe how your job responsibilities are suited for teleworking:



Cancel Return to employee for correction Next

- A comments box will appear. Describe the corrections requested by you and/or the director/designee, then click **Submit**. The employee will receive an email notification and will be able to log into the eTelework system to edit their application as needed.

Return this application for corrections

Please state the corrections required and submit

Submit Cancel

Return an Application for Corrections (Directors/Designees)

- If a correction is needed on an employee's telework application after it has been submitted to the department director/designee for review, the department director/designee should log into the [eTelework system](#) and click on the employee's name in the first column to open the telework application:

Your Tasks											
Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Department director/designee	Updated Date	Modified By	Created Date
	Director/Designee Review	Intermittent/Situational							1/11/2022		1/11/2022

- Click **Return to employee supervisor for correction** to route the telework application back to the supervisor:

Address
Phone
Describe how your job responsibilities are suited for teleworking:

Supervisor Review
Reviewed by on 1/11/2022

Cancel Return to employee supervisor for correction Submit Next

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- A comment box will appear on the screen. Describe the corrections needed and click **Submit**.

Return this application for corrections

Please state the corrections required and submit

Submit Cancel

- The supervisor will then be able to log into the eTelework system and return the application to the employee for correction.

Submit an Appeal (Employees)

- When a decision has been made on your telework application, you will receive an email notification. If you intend to appeal the decision, you should initiate the appeal in the eTelework system.

Important: If you are thinking about submitting an appeal, you are strongly encouraged to review the appeal submission deadlines and process outlined in the [Telework Policy](#) as soon as possible. The applicable appeal submission deadline differs depending on whether you are a bargaining unit member or an unrepresented employee.

- Log into the [eTelework system](#) and click on the blue link over your name in the first column to open your application.
- Scroll down to the bottom of the page. You will see a record of your supervisor's recommendation and your department director/designee's decision. Click the green **Start Appeal** button in the lower left of the screen.



Supervisor Review

Recommended for DENIAL by [redacted] on 4/25/2022

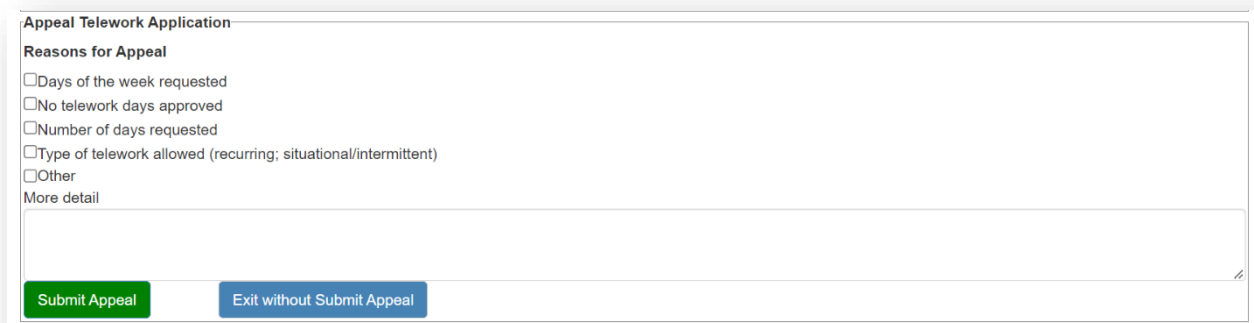
Comments: [redacted]

Director Approval

Denied by [redacted] on 4/25/2022

Start Appeal **Exit**

- Select one or more reasons for your appeal by clicking the appropriate checkbox(es). If you select **Other**, you will need to provide a written description of your appeal reason. Add any additional details relevant to your appeal in the **More detail** text box.



Appeal Telework Application

Reasons for Appeal

☐ Days of the week requested

☐ No telework days approved

☐ Number of days requested

☐ Type of telework allowed (recurring; situational/intermittent)

☐ Other

More detail

[Text box for details]

Submit Appeal **Exit without Submit Appeal**

Note: The next steps differ depending on whether you are a bargaining unit member or an unrepresented employee, as outlined in the County Telework Policy. See details below before submitting.

Bargaining Employees

- Click the green **Submit Appeal** button to send your appeal to a representative from your union for review. You will receive email confirmation.
- Your union representative will receive an email notification that an appeal requires action. Your union representative must review the appeal and then submit it to the County in the eTelework system by the deadline stated in the Telework Policy.
- Before advancing the appeal, your union representative may return the appeal to you with requested corrections. Should this occur, you will receive a notification email. You will then be able to log into the eTelework system and make the requested corrections. You are encouraged to take action as soon as possible.
- When your union representative advances your appeal, a notification email will be sent to you, your supervisor, your department director and designees, your departmental TMO, a representative from the Office of Labor Relations (OLR), and the County Telework Manager.
- At this point, you should wait to receive a step 1 appeal Outlook/MS Teams invitation via email.
- After the step 1 appeal meeting occurs, you will receive an email documenting the decision made in the step 1 appeal. This email will include information about potential next steps should you want to take them.
- If your original application was denied and an agreement is reached on your appeal resulting in your approval to telework, you will need to file a new application to telework based on the agreement reached. See the [Apply for Telework](#) section of this guide for instructions.
- If your original application was approved and an agreement is reached on your appeal resulting in changes to your telework schedule, you will need to update your application to reflect the new schedule. See the [Update/Edit a Submitted Application](#) section of this guide for instructions.

Unrepresented Employees

- Click the green **Submit Appeal** button to submit your appeal to the County Telework Manager for a decision. You will receive email confirmation of your submission. A notification email will also be sent to your supervisor, your department director/designees, your departmental TMO, a representative from the Office of Labor Relations (OLR), and the County Telework Manager.
- Before making a decision, the County Telework Manager may return the appeal to you with requested corrections. Should this occur, you will receive a notification email. You will then be able to log into the eTelework system to make the requested corrections and resubmit.
- You will receive an email when the County Telework Manager has made a decision on your appeal. This email will inform you of the decision and will include information about potential next steps should you want to take them.
- If your original application was denied and your appeal results in your approval to telework, you will need to file a new eTelework application based on the result of your appeal. See the [Apply for Telework](#) section of this guide for instructions.
- If your original application was approved and your appeal results in changes to your telework schedule, you will need to update your application to reflect the new schedule. See the [Update/Edit a Submitted Application](#) section of this guide for instructions.

Retract an Appeal (Employees)

- Log into the [eTelework system](#) and check the **Appeal Status** column.
- If the appeal status is “**Appeal in Progress**,” click on your name in the leftmost column to open your application. Click the green **Retract Appeal** button at the bottom of the page. Enter any comments in the text box, then click the **Submit Retract Appeal** button. No further action is needed from you. You will receive a confirmation email when the eTelework system coordinator has completed your appeal retraction.
- If the appeal status is “**MCGEO review appeal**,” click on your name in the leftmost column to open your application. Click the green **Retract Appeal** button at the bottom of the page. Enter any comments in the text box, then click the **Submit Retract Appeal** button. No further action is needed from you. You will receive a confirmation email when your union representative has completed your appeal retraction.

Search Applications (TMOs)

- Log into the [eTelework system](#).
- Click on the **SEARCH** button at the top of the page:

eTelework Test Site

eTelework System User Guide Please report any system issue to Telework@montgomerycountymd.gov

APPROVED/ACTIVE **SEARCH** APPEALS MAINTENANCE RUN AS -

Your Telework Application

Full Name	Stage	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Bargaining Unit	Updated Date	Modified
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- The Search Telework Application page will appear. You will only have access to view applications in your department.

Telework Application Home

Search Telework Application

First Name Contains

Last Name Contains

Application Status

Appeal Status

Department

Bargaining Unit

Date Request Submitted From

Date Request Submitted To

- To view all applications in your department, click the green **Search** button without selecting any filter criteria. Alternatively, select or enter filter criteria from the available options to narrow your search, then click the green **Search** button. A list of applications will appear:


Show 25 entries

Full Name	Stage	Appeal Status	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Cancel Telework	Bargaining Unit	Updated Date	Modified By	Submitted Date
	Request denied by director		Recurring	2 days per week	OHR					Unrepresented	2/18/2022		11/3/2021
	Approved/Active	Appeal Granted	Intermittent/Situational		OHR	12/10/2021	6/30/2022		Cancel Telework	Unrepresented	12/10/2021		12/10/2021
	Approved/Active		Intermittent/Situational	2 days per week	OHR	3/10/2022	6/30/2022		Cancel Telework	Unrepresented	3/10/2022		3/10/2022

- You can adjust the number of entries displayed on each page by selecting one of the dropdown options above the table. The default will display 25 entries per page. Scroll down to the bottom of the screen to navigate between pages:

Previous 1 2 Next

- You can also sort the applications by clicking any of the table column headers. Click again on the same header to reverse the order.
- To return to the main dashboard, click on “Telework Application Home” at the top left of the page.

 [eTelework Test Site](#)

[Telework Application Home](#)

Search Telework Application

First Name Contains

Application Status

Department

Date Request Submitted From

Last Name Contains

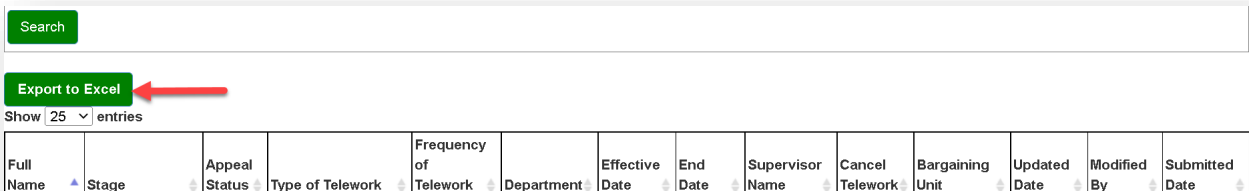
Appeal Status

Bargaining Unit

Date Request Submitted To

Download a Report in Excel (TMOs)

- Follow the instructions in the [Search Applications](#) section of this guide to run a search for the appropriate list of applications in your department.
- Click the green **Export to Excel** button to download the report as an Excel document. You may need to wait a few moments for the download to begin.



Search

Export to Excel

Show 25 entries

Full Name	Stage	Appeal Status	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Cancel Telework	Bargaining Unit	Updated Date	Modified By	Submitted Date
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- Depending on your web browser and device, the downloaded document may appear at the bottom of your screen. If you do not see it, check your device's downloads folder.

Cancel an Application (TMOs)

Notes:

- In the current version of the eTelework system, employees attempting to update or correct their existing approved application can do so without canceling their existing application. These employees should follow the instructions in the [Update/Edit a Submitted Application](#) section of this guide.
- When an employee changes departments, their telework arrangement will be automatically canceled. The employee and their new supervisor will receive email notification. There is no need for you to take any action.
- When an employee changes position within the same department, their telework arrangement will remain active. The employee and their supervisor will receive a courtesy email reminder to review the existing arrangement. If it is determined that the employee is no longer eligible for telework in their new position, you will need to cancel the arrangement using the steps outlined below.
- You can also use the steps below to cancel an arrangement at any time if it is determined that an employee should discontinue participation in the County telework program.

To cancel an application:

- Follow the instructions in the [Search Applications](#) section of this guide to run a search and locate the application you intend to cancel.
- Click the blue Cancel Telework link located in the Cancel Telework column of the table.

Show 25 entries

Full Name	Stage	Appeal Status	Type of Telework	Frequency of Telework	Department	Effective Date	End Date	Supervisor Name	Cancel Telework	Bargaining Unit	Updated Date	Modified By	Submitted Date
	Request denied by director		Recurring	2 days per week	OHR					Unrepresented	2/18/2022		11/3/2021
	Approved/Active	Appeal Granted	Intermittent/Situational		OHR	12/10/2021	6/30/2022		Cancel Telework	Unrepresented	12/10/2021		12/10/2021
	Approved/Active		Intermittent/Situational	2 days per week	OHR	3/10/2022	6/30/2022		Cancel Telework	Unrepresented	3/10/2022		3/10/2022

- The employee and supervisor will receive notifications indicating that the employee's application has been canceled.

Resources

For details about how the Telework Program works and who can apply, please visit montgomerycountymd.gov/telework.

If you have questions about the Telework Program or need to report a system issue, contact telework@montgomerycountymd.gov.

This document provides general information about Montgomery County Government's eTelework System. If there is an inconsistency between the content of this document and any other documents, the applicable document will prevail (e.g., the law, regulation, procedure, or collective bargaining agreement). Please consult appropriate references, such as the County Telework Policy, Montgomery County Personnel Regulations and collective bargaining agreements for additional information.

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