

RQAS Telework Agreement
Between the
United States Patent and Trademark Office and the
Patent Office Professional Association

Date: May 30, 2013

Preamble: This agreement between the United States Patent and Trademark Office (USPTO or Office) and the Patent Office Professional Association (POPA or Union) describes options and conditions of RQAS bargaining unit employees relating to telework. This agreement also resolves Grievance Number 10-12-ASN-01, regarding reimbursement for Internet Service for RQAS working full time from an alternate worksite.

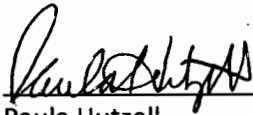
- 1) **Choice of Programs:** RQAS will be allowed two full biweeks from the effective date of this agreement to elect to participate in either the Patents Hoteling Program (PHP) or the Patents Telework Program (PTP) with the modifications set out in this agreement.

- 2) **Participation in and Modifications to the PHP and PTP:** Currently teleworking RQAS must sign up for either the PHP or the PTP using the online application system found on the telework resource page within two full biweeks of the effective date of this agreement. The following modifications and rules apply to these RQAS participants who timely elect either the PHP or PTP. These modifications and rules are not precedential for other participants in this program.
 - a. PHP participants may work up to 12 hours in a day, whether these are regular hours, overtime, compensatory time earned, or credit hours earned.
 - b. PHP participants will be required to relinquish their office and will have two weeks to vacate their assigned office space from the time their application is approved.
 - c. Participants who choose PTP and are currently working more than 32 hours per pay period at the alternate worksite may continue to do so, but at management's discretion, they may be required to share an office with another PTP participant working more than 32 hours per pay period at the alternate worksite or an employee working part-time. Participants willing to limit their telework to 32 hours per biweek will not be required to share an office or relinquish their office under this provision.
 - d. Provisions a-c of this paragraph apply only to current RQAS who are teleworking and timely apply for PTP or PHP. RQAS signing up for either program other than those who timely apply under this agreement will be bound by the agreement in place at the time they apply without these modifications.
 - e. RQAS on the PHP may participate in the Fifty-Mile Radius Program as well as the Telework Enhancement Act Pilot Program (TEAPP), subject to the availability of TEAPP slots and other TEAPP rules/criteria.
 - f. Space will be provided at the USPTO headquarters in Alexandria for RQAS, who have relinquished their office, when preparing for training or who otherwise wish to work on campus. If there is insufficient RQAS space, these employees may also use hoteling space set aside for examiners.

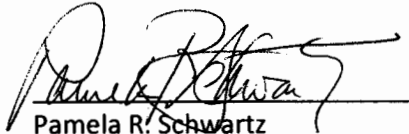
- 3) **Resolution of Grievance:** By signing this agreement, the parties fully resolve Association Grievance #: 10-12-ASN-01 as follows:

- a. The USPTO will provide notice to RQAS who choose PHP of their right to reimbursement for ISP costs under this agreement within one week of the participant's choice of PHP.
 - b. These participants will be given thirty days from the date of the notification from the Office to submit bills for internet service from September 2012 to the present. If the service provided in the bill does not coincide with a full calendar month, reimbursement will start with the first full monthly bill beginning on or after September 1, 2012.
 - c. RQAS must provide scanned copies of the bills for the period for which they are seeking reimbursement to the "Patents ISP Reimbursement" mailbox. The bill must show the address of the alternate worksite for which the employee is seeking reimbursement, the period in which the service was provided, and the amount of the bill. Payments will be limited to the amounts established for reimbursement under the PHP. The RQAS must indicate whether they are seeking full reimbursement (internet service connection used solely for official USPTO purposes including limited personal use) or 50% reimbursement (internet service connection used in part for official USPTO purposes with personal use less than 50% of the total usage).
 - d. Reimbursements will be processed by the Office in accordance with the current practices regarding ISP reimbursement for participants in the PHP.
 - e. Subsequent requests for reimbursements will be submitted in accordance with the guidelines for the PHP.
- 4) **Effective Date of This Agreement:** This agreement shall become effective upon the last signature of a party as set out below.

Signatures



Paula Hutzell
Director, OPQA



Pamela R. Schwartz
Vice President, POPA

5/30/13
Date

May 30, 2013
Date