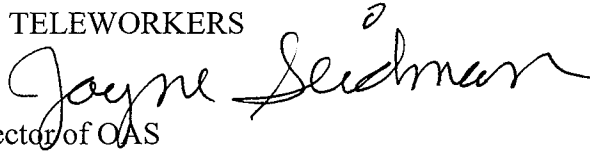


18 January 2012

MEMORANDUM TO EXPANDED TELEWORKERS

FROM: Jayne Seidman
Acting Associate Director of OAS



SUBJECT: Notification Regarding Recovery of Expanded Teleworker Office Space

1. Due to a recent OIG finding on this matter and for known near-term future space requirements, all Expanded Teleworkers (personnel who telework 3 days or more per week) will now be required to either share an office or use "hoteling" space on the days you are in the traditional SEC office space. This action is being taken in accordance with the Collective Bargaining Agreement with NTEU. NTEU has been informed of but does not agree with this action.
2. SEC management has agreed to afford expanded telework participants 30 days to decide whether they will be doubled up, use hotel space, or leave the program.
3. The SEC will identify the offices that will be available for doubled-up participants, within their organization's office space, and will provide a list to the participants of the days on which each of them will be working at home.
4. Bargaining unit participants in the expanded telework program will select available offices on the basis of seniority as determined by the union.
5. The Union will handle the office selection process.
6. The SEC will afford all participants in the expanded telework program who are required to move into new doubled-up offices sufficient official time to pack their office contents prior to the move.
7. Should you have any questions, please contact: Mac McVey, OAS/Real Property Support Branch, extension 17486.