

Telework Programs for Patent Examiners

The USPTO allows several different Telework options. The programs currently open to patent examiners are briefly described below. Not all programs are open to all employees, *so please review the program requirements to determine if you qualify.*

Patents Hoteling Program (PHP)

The Patents Hoteling Program (PHP) allows eligible patent examiners to perform assigned duties at an alternate worksite. "Alternate worksite" is defined as a location in the employee's home designated by the employee or another location approved by the Agency. The alternate work site must be located in the 50 states or Washington, D.C. Employees participating in the program are required to give up their office and use hoteling rooms when they return to campus.

Program Requirement Highlights

- GS-12 and above patent examiner
- At least two (2) years of continuous service at USPTO
- Must be non-probationary
- Have at least a Fully Successful rating of record
- Passed the Certification Exam or the Registration Exam, or have permanent Partial or Full Signatory Authority
- Have high speed broadband internet service (currently cable or fiber optic) that meets the VPN connection requirement
- Work up to eighty (80) regular hours at the alternate worksite each pay period for full-time employees and at least forty (40) hours per pay period for part-time employees



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Patents Telework Program (PTP)

The Patents Telework Program (PTP) allows eligible patent examiners to perform assigned duties at an alternate worksite. There are three program options with distinct requirements under PTP:

10 Hour Option

The 10 hour option allows a patent examiner to work at the alternate worksite for one day per pay period for up to 10 hours depending on their work schedule. The eligibility requirements are:

- Must be a GS-9 or GS-11 patent examiner
- Have at least one (1) year of continuous service at USPTO immediately prior to beginning participation
- Have a Fully Successful rating of record
- Have high-speed broadband internet service (cable or fiber optic) that meets VPN connection requirement and a security fob

20 Hour Option

The 20 hour option allows a patent examiner to work at the alternate worksite one day per week for up to 10 hours per day depending on their work schedule. Examiners can telework if they have USPTO intranet access or not but there are limited slots for those without intranet access. The eligibility requirements are:

- Must be a GS-12 or above patent examiner
- Have at least one (1) year of continuous service at USPTO
- Have and maintain a Fully Successful rating of record immediately prior to beginning participation
- Compensatory time and credit hours may not be worked at the alternate worksite. Overtime can be worked at the alternate worksite if the examiner has internet access, security ERA fob and separate authorization to work overtime.

32 Hour Option

The 32 hour option allows a patent examiner to work at the alternate worksite for up to 32 hours per pay period and have the option of working at their duty station and alternate worksite on the same day. The eligibility requirements are:

- Must be a GS-12 or above patent examiner
- Have at least one (1) year of continuous service at USPTO immediately prior to beginning participation
- Have a Fully Successful rating of record
- Have high-speed broadband internet service (currently cable or fiber optic) that meets VPN connection requirement and a security fob