



# Work Environment Guidance Overview

## Increased Meaningful In-Person Presence

The SBA will continue in a mission-driven, hybrid work environment consisting of in-office and telework days. In alignment with Office of Management and Budget guidance M-23-15, the SBA will substantially increase meaningful in-person work while still leveraging workplace flexibilities as important talent recruitment and retention tools. Last month, political appointees, and senior leaders (SES/SL) were notified of their requirement to report to the physical office a minimum of 5 days per pay period beginning September 25, 2023.

This notice is notifying the SBA workforce of a new in-office requirement for all remaining telework-eligible Managers assigned to the National Capital Region/Headquarters:

- Effective November 5, 2023, all remaining **telework-eligible supervisors assigned to the National Capital Region/HQ** shall report to the physical office a minimum of 5 days per pay period. This requirement excludes Supervisors assigned to the National Guaranty Purchase Center, Herndon, VA.

This guidance serves as the baseline for program offices to develop more comprehensive and tailored hybrid work environment plans based on specific mission and operational needs. This may include requiring more in-office days depending on the nature of the work and operational needs, establishing core in-office days and in-person onboarding activities and training for supervisors and staff. Program Offices should continuously assess and ensure they have the best in-person time needed to maintain a strong culture, trust, and interpersonal connections.

## What is the SBA Work Environment Guidance?

The SBA Work Environment Guidance was informed by lessons learned during the COVID-19 maximum telework operating posture, recognizes the value of balancing increased workplace flexibility with meaningful in-person work, and outlines the baseline in-office requirements supervisors shall use when determining work schedules and modifying telework agreements for telework-eligible employees assigned to headquarters or with headquarter functions.

## What is the baseline in-office requirement?

The SBA will continue in a mission-driven, hybrid work environment consisting of in-office and telework days. The in-office baseline requirement for telework-eligible supervisors assigned to National Capital Region/HQ is a **minimum of 5 days per pay period**. This requirement excludes supervisors assigned to the National Guaranty Purchase Center, Herndon, VA. The implementation timeline is as follows:

1. September 25, 2023, all **Political Appointees, SES, and SLs**
2. November 5, 2023, all remaining **telework-eligible supervisors assigned to National Capital Region/HQ**. This requirement excludes Supervisors assigned to the National Guaranty Purchase Center, Herndon, VA.

More in-office days may be required depending on the nature of the work and operational needs. If you have a qualifying disability that impacts your ability to report to the physical workspace, you may request and may



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be granted a reasonable accommodation in accordance with [SOP 37.17 – Reasonable Accommodation and Personal Assistance Service Policy and Procedure](#).

## **What are the benefits of in-person work?**

In-person work allows for increased camaraderie, improved collaboration, and the ability to leave work at the office. Meaningful in-person work is purposeful, well-planned, and allows employees to come together in-person for important engagement activities to build stronger relationships which contributes to improved performance. Employees are encouraged to use their in-person time to its full potential to ensure the office and on-site worksites remain primary hubs for SBA team members to collaborate, create, build community, and care for one another.

**Please send questions and/or share examples of how you're using your in-person time to its full potential to [FutureofWork@sba.gov](mailto:FutureofWork@sba.gov).**