

Exhibit 50-1

**INTERNAL REVENUE SERVICE
FLEXIPLACE AGREEMENT**

This document specifies the terms of the Flexiplace Program and constitutes an agreement between:

Manager

Employee

1. Employee participation in the program is voluntary. Both parties agree to adhere to applicable policies and guidelines of the National/Local Flexiplace Work Agreement.
2. Any time an employee believes he or she needs to return to work in the IRS office, they will provide management with thirty (30) calendar days notice of the needed change, except in emergency situations. Management will make reasonable attempts to accommodate the employee's needs.
3. The employee agrees to participate in (choose one of the following):
 Traditional Flexiplace Program
 Hours Flexiplace Program
4. The employee's official duty station is _____.
5. The employee's flexiplace work place address:
A. Personal residence (information maintained by manager)
B. Other than personal residence (see below)

Street

City, State, Zip
6. The employee's business phone number _____.
7. The employee's IRS E-Mail address _____.

Exhibit 50-1 (back)

8. The employee's IRS pager number _____.
9. The employee's official tour of duty is _____.
Exceptions may be approved in advance by the employee's manager in conjunction with AWS.
10. The group clerk/secretary will be advised of the employee's Flexiplace schedule. Employee time and attendance will be recorded as if at the official duty station.
11. Employees must follow established procedures when requesting and taking leave or requesting to work credit hours.
12. The employee will meet with the manager to receive assignments and to review work as necessary and appropriate at either the official duty station or a mutually agreed upon site.
13. Continuation in the program is dependent on the employee's maintaining a fully successful (or equivalent) performance appraisal and remaining free of any disciplinary actions.
14. The employee will provide reasonable safeguards and protect government/agency records and property from unauthorized disclosure or damage and will comply with the requirements of the Privacy Act of 1974 and IRC 6103.

Employee Signature

Date

Manager Signature

Date

Privacy Act Notification - Authority - 5 U.S.C. 301. Purpose and Routine Uses - This Agreement is required by Article 50, subsection 1D, of NORD/NC V. The primary use of this information is to specify the terms of the Flexiplace Program and constitute an agreement between the voluntarily participating employee and his/her manager who will retain the agreement. The information in this agreement may be used in administrative or judicial proceedings affecting employees' personnel rights. This agreement may also be provided to the Department of Justice for the purpose of litigating any civil, administrative, or judicial proceeding or criminal prosecution where the United States, the IRS or its employees are parties. The complete listing of possible recipients of this agreement may be found under the heading "Routine Uses" in the Federal Register notice of the system of records in which it will be kept: Treasury/IRS General Personnel/Payroll Records: 36.003(60 FR 56804-56805). **Effects of Non Disclosure -** Furnishing this information is voluntary, but failure to do so will result in disapproval of the employee's Flexiplace Program participation. Falsification may be grounds for disciplinary and/or adverse action.