



Division of Military and Naval Affairs

KATHY HOCHUL
Governor

RAYMOND F. SHIELDS, JR.
Major General, The Adjutant General

MNAG-TAG

28 MAR 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Division of Military and Naval Affairs State Employee Telework Pilot Program Policy (2025–26)

1. The Division of Military and Naval Affairs (DMNA) is continuing the state employee Telework Pilot Program. State employees with portable duties may be approved for telework not to exceed 50% of a bi-weekly payroll period in accordance with the Administrative Lag pay period dates established annually by the Office of the State Comptroller.
2. The DMNA recognizes the importance of a work-life balance for the health, safety, and overall well-being of the workforce. Since initial implementation in 2021, generally, the Telework Pilot Program has been successful.
3. **Applicability.** All permanent, appointed, probationary, and temporary (hourly) state employees of the DMNA with portable duties may be eligible for up to 50% telework in a pay period.
4. State employees must submit telework requests (DMNA Telework Pilot Program Application 2025) through their supervisory chain to State Human Resources (MNHS) for final review and approval. MNHS will confer with agency leadership on telework requests. If the request is approved, the employee's immediate supervisor will be responsible for daily monitoring and accountability of the employee's workload.
5. Telework requests may not exceed 50% time within a bi-weekly payroll period through the payroll ending Wednesday, 25 March 2026, unless sooner or if the program is extended. Telework requests will be approved for full days only. Telework is not an employee entitlement and does not change employment terms and/or conditions. Telecommuters must continue to follow all attendance and leave rules for requesting time off for in-person or telework days.
6. Telework requests will be considered for approval if:
 - a. Telework can support all operational needs of the agency;
 - b. All work production is maintained at full capacity;
 - c. There is not a negative impact on the employees reporting in-person.

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7. Teleworking employees must be able to perform the essential functions of their position from their approved telework location. Where telework is approved under this policy, employees will only be approved to work from home of record or designated approved work location. Participation in the program is voluntary. Telework will not be approved for and is not a substitute for child or other dependent care.

8. Positions must be eligible for telework, and an employee must be accessible for immediate recall to their regular offices for operational requirements when needed. If a telecommuter is required to report to their official work site, they will not be reimbursed for travel, nor may they be paid for travel. An employee on an approved telework plan must continue to appear in person where necessary for meetings, training and/or to travel.

9. Supervisors and employees will complete all requirements as outlined in the “DMNA State Employee Telework Pilot Program Guide” (2025). For employees currently teleworking, within 30 days of the date of this policy, employees and supervisors must ensure an approved telework application is on file with MNHS. New telework applications must be approved entirely prior to starting a telework schedule and renewal requests are to be submitted with the employee’s performance evaluation while the Pilot Telework Policy is in place.

10. Supervisors approving telework must ensure appropriate oversight of the work being done by the employee and will update/modify performance evaluation programs to reflect telework expectations.

11. If inclement weather forces a delay or closure of a conventional worksite, employees with portable duties can be approved to telework if preparations have been made in advance (bringing work materials or government computer home the day before) on a case-by-case basis. Inclement weather situational telework may be approved without submission of a DMNA Telework Pilot Program Application provided it does not exceed the duration of the bad weather/storm (typically 1–3 days) or unless additional guidance is distributed from MNHS regarding the inclement weather situation. This policy does not supersede, but may work in conjunction with, any guidance provided by the New York State Office of Employee Relations for state office closures/delays.

12. It is the policy of the DMNA to make reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability. If you are a state employee with a disability, as defined by the Americans with Disabilities Act, and you wish to request a Reasonable Accommodation, please review the procedures and submit an application on the DMNA website at <http://dmna.ny.gov/state/?page=1481751813>. Ms. Shirley Chavarria is the Agency’s Designee for Reasonable Accommodation and may be contacted by email shirley.b.chavarria.nfg@army.mil or telephone at 518–786-4830


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13. Telework is a discretionary workforce flexibility. Telework agreements may be modified without notice to accommodate agency operations. Telework agreements can be terminated by the agency or the individual at any time, but efforts should be made to provide up to 48 hours' advance written notice of suspension or cancellation of an individual's telework approval. When possible, one full payroll period notice will be provided.

14. The DMNA State Employee Pilot Telework Policy will end 25 March 2026, or sooner if determined by agency leadership, the employee, or the supervisor.

15. Any request for exception to this policy should be submitted through MNHS for final review and approval by TAG or his appropriate designee.

16. For questions regarding the DMNA State Employee Pilot Telework Policy, please contact MNHS at 518-786-4830.



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