



Military and Naval Affairs

ANDREW M. CUOMO
Governor
Commander-in-Chief

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

MNHS

16 March 2020

MEMORANDUM FOR Supervisors of State Employees

SUBJECT: MNHS BULLETIN 2020-02: COVID-19 Pilot Statewide Telecommuting Program for State Employees

1. In response to the public health emergency for the COVID-19 virus, Governor Cuomo has directed all non-essential State employees for New York State's agencies and public authorities in every county, starting tomorrow, Tuesday, 17 March 2020 to not report to work for the next two weeks.
2. This bulletin provides important information for the implementation of the Statewide Telecommuting Pilot Program in support of this directive.
3. Non-essential state employees are defined as anyone who does not need to be physically present to perform job functions, or they are not required to meet the core function and programs of their agency during the COVID-19 emergency response.
4. Essential state employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the COVID-19 emergency response.
5. A listing of essential and non-essential personnel in response to COVID-19 was submitted from Directorates/Units/Bases as of 16 March 2020. Effective 17 March 2020, all non-essential state employees must begin the Telecommuting Pilot Program and work from home, to the extent practicable. Employees will not be charged their accruals to fulfill this directive.
6. DMNA may change an employee's designation as either essential or non-essential at any time and, as the operational needs of the response shift. The specific functions or locations may be modified accordingly at any time.
7. If a Directorate/Unit/Base wishes to make a modification to their essential and non-essential personnel listing due to changes in operational needs, please contact State Human Resources (MNHS) to discuss the requested change.

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8. Employees assigned to work from home may be granted access, in a staggered manner, to their official work location to pick-up essential materials to perform their duties from home. Non-essential employees in the Telecommuting Pilot Program are not permitted to go to their work location unless access is granted by the Agency.
9. All non-essential employees assigned to work from home should e-mail their supervisor at the start of their shift and at the end of their shift.
10. Supervisors should ensure they have a good contact phone number for each non-essential state employee for regular communication. Conversely, employees should be provided a phone number to reach a designated point of contact (POC). Supervisors may require non-essential employees to call each workday no later than one hour prior to their regular start time to ensure any change in status can be communicated.
11. A work plan, describing the work to be completed in the telecommute program, should be established between the employee and the supervisor for work accountability. Managers have discretion to determine the form such work plans can take. However, to ensure that work is managed properly, it is strongly recommended that work plans not cover more than a week at a time. In some cases, daily work plans may be preferable. Managers are expected to ensure that work described in the work plans is accomplished in a timely fashion and may base decisions on approval of future work plans on their performance in a telecommuting situation.
12. All employees working from home are expected to maintain their normal work functions to the maximum extent possible.
13. Employees must comply with all NYS and agency/facility/campus laws, rules, and guidance required at the official work site when telecommuting, including attendance and leave procedures and overtime procedures. Failure to abide by all rules, laws, and guidance may result in exclusion from Telecommuting Pilot Program and/or administrative action, including disciplinary action.
14. Non-essential employees telecommuting from home should continue to track their work hours in accordance with "HUMAN RESOURCES BULLETIN 2020-01: Tracking COVID-19 Time Worked in LATS-NY".
15. If a state employee telecommuting from home becomes ill in a manner similar to COVID-19 (fever, cough, runny nose and/or shortness of breath), the employee is to immediately report this to their medical provider to discuss testing and reporting to the Department of Health and contact State Human Resources (MNHS) – (518-786-4830).
16. Any employees in the Telecommuting Pilot Program having issues with completing work remotely should contact their supervisor immediately. Until the issues can be resolved, employees should make the best use of their time as possible in support of agency operations.

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17. Attached is the "Telecommuter Pilot Program Application". Please have one filled out for each employee participating in the Telecommuting Pilot Program and return it to MNHS at ng.ny.nyarnng.mbx.mnhs-benefits@mail.mil and Marilyn.m.hartley.nfg@mail.mil. Also attached is an "Implementation Bulletin" for the Statewide Telecommuting Program with additional guidance for employees and supervisors.

18. No changes will apply to essential personnel. All essential personnel are expected to report to work at their official work locations to carry out the Division's Mission Essential Functions (MEFs).

19. An essential employee who can perform their job duties from home may be considered for an assignment to work from home if it is due to family care issues directly related to COVID-19. The supervisor, in coordination with MNHS Director, may approve these on a case-by-case basis.

20. All DMNA state employees shall continue to fulfill their duties and serve the public to the greatest extent possible.

21. If you have any questions regarding this Bulletin, please contact MNHS at (518) 786-4830.

FOR THE ADJUTANT GENERAL:

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