

DEPARTMENT OF MILITARY AFFAIRS  
Temporary Remote Work Procedures

This document provides guidance to employing units related to the temporary approval of remote work (or telework) during periods of emergency or at other times when The Adjutant General determines this guidance is necessary.

Remote work or telework is typically defined as performing assigned work away from an employee's main office, on one or more recurring scheduled days or partial days per week, at home or other alternate work site. While remote work or telework arrangements are generally more formal, during periods of emergency or when The Adjutant General determines alternate guidance be enacted, the below guidelines will apply.

This guidance applies to permanent, project and LTE employees. Approval of remote work during emergencies or other unique situations when this guidance is enacted is not a guarantee the employee will be approved for remote work in the future under normal circumstances.

### **Policy**

Employees may be permitted to work remotely during their regular work hours during periods of emergency or when The Adjutant General determines this guidance should be enacted.. Alternate work hours may also be considered where appropriate. Supervisors must follow the provisions of **P&P No. 1.115 Alternative Work Patterns**. The Department recognizes this may be needed on a case-by-case basis or the Department may proactively grant approval to groups of employees, depending on their roles and responsibilities.

Supervisors must document the telework arrangements and provide a written report of the employee names and telework schedules (days of the week and hours of work) to their chain of command and State Human Resources for review and approval.

### **Eligibility**

Many employees will not be eligible to work remotely due to the nature of their work, while others perform duties which can be more easily performed remotely. To be considered, all of the following conditions must be met:

- The employee has work which can be performed remotely and will provide a similar level of service as if the employee is at the headquarter location.
- The employee has access to technology and applications which would allow them to perform the work remotely. This could include access to a laptop, VPN for remote access, etc.
- The employee has an acceptable and safe alternate work location where work can be performed.
- The employee agrees the remote work will not result in overtime (if in a FLSA non-exempt position) unless advanced approval is given by the supervisor in accordance with policy.

The success of temporary remote work procedures largely depends on responsible communication between the employee and supervisor. Thus, the employee must be available and responsive during the agreed upon work schedule and must use the methods of communication required by the supervisor.

### **Requirements – Employees**

Employees must:

- Adhere to DMA rules, regulations, policies, and procedures, including, but not limited to, those regarding data security and confidentiality. Sensitive materials must be kept secured and inaccessible to third parties.
- Work in a space that is ergonomically sound, clean, safe, and free of distractions and disruptions.

- Work within the parameters set by the supervisor
- Track work assignments using designated tools reviewable by their supervisor. This includes reporting work completed, work in progress, and any issues that may be hindering the ability to complete work remotely. Updates and reports must be timely provided to the supervisor, as requested.
- Be available to the supervisor during the regular work hours unless an alternate schedule is approved.
- Accurately record hours to reflect actual work time.
- Use appropriate leave time if ill or caring for an immediate family member who is ill.
- Keep supervisors informed if circumstances of the approved arrangement change.
- Use network access procedures established by DMA.
- Be responsible for the costs of utilities used while working remotely at home, including home internet service.

### **Requirements - Supervisors**

Supervisors must work closely with employees related to remote work requests to ensure a plan is developed and agreed upon. This could include determining which tasks will be performed, how status updates will be given, whether there is sufficient work to fill an entire day, week, etc. or whether partial leave time will be needed, etc.

Once the remote work arrangements are stabilized and proven effective, supervisors should routinely check in with staff to ensure work activities are being performed. Supervisors must alert their management if they have any questions or concerns about the arrangement.

Employees or supervisors with questions about working remotely should consult with State Human Resources.