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February 9, 2005

**SUBJECT:** Working from Home

**TO:** HUMAN RESOURCE DIRECTORS OF ALL DEPARTMENTS,  
INDEPENDENT ADMINISTRATIVE BOARDS AND  
COMMISSIONS AND OTHER STATE AGENCIES  
UNDER THE GOVERNOR'S JURISDICTION

**FROM:** Nancy Dering Martin  
Deputy Secretary for Human Resources and Management

On December 7, 2004, the Office of Administration (OA) addressed several human resource issues related to the Continuity of Government (CoG) initiative, including allowing employees to work from home. Since that time there have been several discussions with agencies which have prompted us to re-evaluate our earlier response to the question **“can employees work from home in the event that their office is not able to be used during an emergency?”**

The OA has now delegated the authority to authorize employees to work from home to the agency head or designee. This delegation applies to those emergency situations where the existing worksite is unavailable and there is no alternate worksite available. The Agency head or designee is required to notify the OA as soon as possible, but not later than two weeks of such a decision and provide relevant information concerning the rationale for the decision, the number and classifications of the employees affected, and the anticipated duration. The two week notification period is provided for instances of region or state-wide emergencies; in situations impacting only a single or a few locations, the OA is to be notified within 24 hours of the decision to reassign employees to work out of their homes. In addition, the employee representative(s), i.e. union(s), of affected employees must be notified when the reassignment is made and provided with the information noted above.

Should you have any questions concerning this matter please contact my office.

cc: Secretary Masch