



**State of Vermont**  
**Agency of Administration**  
**Office of the Secretary**  
Pavilion Office Building  
109 State Street, 5<sup>th</sup> Floor  
Montpelier, VT 05609-0201  
[www.aoa.vermont.gov](http://www.aoa.vermont.gov)

[phone] 802-828-3322  
[fax] 802-828-3320

*Susanne R. Young, Secretary*

**To: Agency and Department Heads**

**From: Susanne Young, Secretary of Administration**

**Date: June 29, 2018**

**Re: Increased temperatures**

The arrival of hot weather this season is an opportune time to remind everyone of the process for dealing with uncomfortably high temperatures that affect working conditions. It would be very helpful and avoid a lot of confusion and duplication of effort if Department Heads would designate one point person from their agency (a manager or HR Administrator) to act as liaison with the Department of Human Resources on weather-related issues.

Subject to the operating needs of your department and supervisory approval in each instance for each employee, please consider the following alternatives:

- Liberal approval of employee requests to use their accrued leave;
- Temporary modification of rest break policies, attire, or similar work rules that may increase comfort levels;
- Approval of requests for temporary flexible work schedule arrangements (such as starting work earlier in the day, etc.);
- Temporary relocation of staff to other offices, conference rooms, or buildings, if possible;
- Modification of work duties, or restricted use of certain equipment, that might increase comfort levels;
- Allowing the use of State or personal fans when it is safe to do so.

If indoor office temperatures at any of your work sites reach more than 85°, please have your liaison contact the Department of Human Resources Commissioner's Office at 828-3491, or the DHR Labor Relations Division at 498-7350, 461-8349 or 828-3454.

Please share this memorandum with your business and personnel managers, supervisors and employees. If you have any further questions or concerns on these issues, please contact Beth Fastiggi, Commissioner of Human Resources, [beth.fastiggi@vermont.gov](mailto:beth.fastiggi@vermont.gov), 802-828-3491.

Thank you for your attention to this matter.