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Susanne R. Young, Secretary

TO: Appointing Authorities, Elected Officials and State Employees
CC: Judicial and Legislative Branches
FROM: Susanne Young, Secretary of Administration
DATE: August 6, 2020
RE: Remote Work Extended to December 31, 2020

In response to the threat presented by the COVID-19 virus, Governor Scott issued Executive Order [01-20](#) (EO 01-20) that encouraged all state employees to telecommute when possible and suspended non-essential out of state employee business travel on March 13, 2020.

Effective Monday, March 23, 2020, Governor Scott issued [Addendum 5](#) to EO 01-20 directing all businesses and not-for-profit entities in the state to put in place, to the maximum extent possible, telecommuting or work from home procedures.

Effective March 25, 2020, the Governor issued a Stay Home, Stay Safe Order [[Addendum 6](#)], that directed state employees, other than those required to report to a worksite to maintain certain operational functions, to refrain from reporting to their worksites and to telecommute if possible.

The Governor appreciates the flexibility that all state employees have demonstrated during the pandemic in adapting to telework and its various challenges. Many of you stepped up and took on new assignments to assist directly with our response to the pandemic. Others never left their worksites, meeting the challenges of keeping those in your charge, and the public that you serve, safe while delivering needed services.

Each and every one of you have much to be proud of. Vermont has consistently experienced some of the lowest positivity rates in the country, while many states within just a few hours' drive are still struggling with outbreaks and high numbers. In light of the continued uncertainty around the future spread of the virus, and with school re-opening plans that vary from district to district effective on September 8th, it is important to provide certainty and predictability to the workforce about what to expect as the summer winds down, schools start, and the most current data about the spread of the virus informs us.

The purpose of this memo is to advise state employees that they should expect to work remotely when able to do so until at least December 31, 2020. State employees will be updated on or before November 1, 2020 should circumstances warrant an extension to the December 31st date.

It is heartening to hear from agencies and departments that have conducted informal staff surveys. Many employees report that they can complete their work from home, do not struggle with internet challenges and have found themselves to be more productive. We recognize that telework does not work for every

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job or every individual however, and agencies and departments must maintain flexibility to return employees to the worksite to meet the operational needs on a limited, part-time or flexible basis when necessary. Our goal is to achieve this while providing as much flexibility as possible to employees to meet both their family and work life demands presented by the pandemic, variable school calendars, childcare challenges, and personal vulnerabilities.

Additional information will be sent from the Commissioner of the Department of Human Resources for appointing authorities, supervisors and employees.

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