



LARRY HOGAN  
*Governor*

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*Lieutenant Governor*

DAVID R. BRINKLEY  
*Secretary*

MARC L. NICOLE  
*Deputy Secretary*

## **MEMORANDUM**

**TO: SPMS Personnel Directors**

**FROM: Cynthia A. Kollner**  
**Executive Director**  
**Office of Personnel Services and Benefits**

**DATE: March 13, 2020**

**RE: Implementation of Mandatory Telework Effective March 13, 2020**

**By now you may have heard that the Governor has ordered movement to “Elevated Level II” status for all Executive Branch agencies effective today. This means:**

- All non-emergency essential personnel who can perform their duties from home must do so in order to help contain the spread of the Novel Coronavirus 2019 (COVID-19). Employees who telework shall be compensated for their work at their regular rate of pay.
- All teleworkers must sign the [Interim Pandemic-Associated Teleworking Agreement](#).
- During this period of **mandatory telework** for non-emergency essential personnel, State operations are **NOT** shutting down, but public access to State offices and buildings is being **restricted**. Agency heads shall determine the method and means for permitting public access to agency operations if it is possible to do so without promoting the spread of illness.
- Emergency essential employees are required to report to work unless on sick leave or other form of approved leave. Applicable premium pay rates will be in effect for employees who are required to report to work while the State is in the Elevated Level II status.
- Non-emergency essential personnel who cannot perform their duties from home also must report to work unless they are on approved leave. Applicable premium pay rates will be in effect for non-emergency essential employees who cannot telework and are required to report to work while the State is operating at an Elevated Level II status.
- Sick leave documentation requirements and normal telework requirements are being relaxed pursuant to the [Pandemic Flu and Other Infectious Diseases Attendance and Leave Policy](#) because we are in an Elevated Level II status.

**SPMS Personnel Directors**

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Agencies are encouraged to identify barriers to telework and take steps to remove those barriers since it is unknown at this time when we will be able to return to Level I (normal operations). Where there simply is no option to telework, you are urged to make plans for social distancing within the workplace and look for ways to business process reengineer to facilitate limited interaction between employees, and between employees and members of the public while maintaining continuity of operations.

We realize that the move to an Elevated Level II status presents many challenges and unique scenarios, but it is the right thing to do under the circumstances. A list of [Frequently Asked Questions](#) (FAQs) is available on DBM's public-facing website; we hope that this information will be useful to employees. Additionally, please visit the HR Officers' website for [FAQs for Human Resources professionals](#).

Please do not hesitate to contact me at 410-767-4716 if you have any questions.

cc: David R. Brinkley, Secretary, Department of Budget and Management (DBM)  
Marc L. Nicole, Deputy Secretary, DBM