

Dear employees,

Due to some recent circumstances, we wanted to take the opportunity to issue a clarification on policies regarding working from home and office closures.

Teleworking

In order to work from home under any circumstance or for any duration, employees must have a Telework Application approved by the Director, as well as an approved Telework Agreement signed by the Director, the Attorney General's Office and A&I. Teleworking is available to employees on a regular basis, on a project basis and for medical reasons per the Rules. The Personnel Rules discuss teleworking in Chapter 18, Section 1.

Inclement Weather

Several employees have asked to take work home when a winter storm is forecast so they can work from home the following day or days even if State offices remain open. According to the Personnel Rules, teleworking is not available in lieu of coming to work during inclement weather when offices are open. If employees can't get to work due to road closures or weather when offices are open, annual leave shall be used.

Leader Alert no longer calls employees' home or cell phones when offices are closed. The easiest way to find out if offices in Cheyenne are open is to call the Enterprise Announcement Line at 777-5900. If you prefer, you may check the State of Wyoming Homepage at <http://www.wyoming.gov/>. We have a few of the magnets with the phone number and web address if you'd like one for your refrigerator. Call, email or come up and see Leslie or me if you need one.

Only the Governor has the authority to close state offices in Cheyenne.

State Office Closure outside of Cheyenne

Chapter 10, Section 11 of the Personnel Rules states that only the Governor or the Agency Head has the authority to close offices outside the Cheyenne area for weather related or other reasons.

In case of the Parks, Historic Sites and Trails Division, if onsite staff is available (i.e. park housing) no office shall close due to weather or other related causes. If no onsite staff is available then office closures may occur with the approval of the immediate supervisor, up through the chain of command to the Director, or if he or she is unavailable, the Director's designee. In the case of the State Parks, Historic Sites and Trails Division, the designee shall be the Division Administrator, and, in his or her absence, the Operations Chief.

In the case of the Cultural Resources Division, the designee shall be the Division Administrator. The Office of the State Archaeologist, the Archaeological Survey and the Cultural Records Office may close if the University of Wyoming is closed due to weather related reasons but all other closures must have the Director or his or her designee's approval.

If the Governor declares a snow day in Cheyenne, or if the Director or his/her designee approved an office closure outside of Cheyenne, administrative leave will apply for all employees and no annual leave usage will be necessary, unless employees were already on approved annual leave. If sites outside Cheyenne close without prior approval, annual leave shall be charged because the closure is unauthorized.

Employees who arrive to work late or wish to leave early due to weather related reasons when offices remain open may use annual leave to do so, with prior supervisor approval.

If you have any questions about these or other items, please call Stacy (777-7010) or Leslie (777-3631).