FAQs in light of Governor Murphy’s announcement on COVID-19 – NEW 3/16/2020

Did the governor say we can work from home?
No. The governor has requested that employees be authorized to work from home whenever possible. When an essential employee cannot be accommodated to work from home then the employee may still be required to report to work even in the event of closures. The governor has directed state entities to establish remote work where possible but to “get the balance right.”

When will I know if I can work remotely?
Employees will be informed by Wednesday, March 18, if they are deemed essential, either physically essential or remotely essential. Others will be permitted to telework as needed. Essential designation and work schedules may be adjusted as workload changes.

If I have an ADA accommodation, does it apply at home?
We will evaluate on a case-by-case basis what accommodations can be provided in the home. For instance, we may provide a large screen monitor.

Why do we need to complete the Telework Agreement?
The agreement provides employee information including what equipment and access are needed, provides acceptance of the security and confidentiality provisions and tracks the duties being assigned so we can be certain that work is covered and work can be reassigned if needed.

What happens if I’m essential and do not come to work?
If you fail to report to work without an approved excuse, you will be subject to disciplinary action. Although we are trying to be flexible, there are critical functions that improve safety and health that must be completed.

Can I work flexible hours when I am working remotely?
Yes. You can work with your supervisor to establish a schedule that can accommodate child care or virtual teaching. We realize employees may not be available during regular work hours so we will be as flexible as possible.

If I am an on-site essential employee, can I have a flexible schedule?
Possibly. Please coordinate with your supervisor to see if you can work other hours, shifts or days.

If I am working remotely, how do I report my time?
If you are working a full schedule you will report the hours as worked. If you did not have a full assignment or you are ill with COVID-19, caring for someone else with COVID-19 or told there is no work, then you will report time with the health emergency code in web time entry. If you are ill or caring for someone ill for non-COVID-19 illnesses, then you must report sick time. Vacation time should also be reported as such.