

4. Q. How is compensation administered for essential staff who are required to come into work during an emergency closure?

A. Employees identified by an agency as essential staff should be compensated as usual for regularly scheduled hours worked during an emergency closure. Essential employees who work during an emergency closure will not accrue any right to additional absence or additional or “double” compensation.

5. Q. How does an emergency closure affect employees with scheduled leave during the emergency closure?

A. An employee who is on pre-approved leave or compensatory time that commenced before an emergency closure will be required to use the paid leave or compensatory time, as scheduled, because the employee will be considered unaffected by the emergency closure in accordance with [State Personnel Board Rule 16](#).

III. TELEWORK

6. Must non-essential employees telework during the office closure?

A. It is at the agency head’s discretion whether non-essential employees are required to telework during an emergency office closure. Considerations include:

- Whether the closure of the office or worksite prevents the continuation of the employee’s regularly assigned work.
- Whether power and/or internet outages in the area proximate to the employee’s regular worksite are ongoing and likely to impact the employee’s ability to telework from home. The answer to this consideration may change and should be monitored during the course of the emergency office/location closure.
- Note: Agencies should exercise discretion to require telework in a consistent, non-discriminatory manner.

B. Employees required to telework will be compensated as usual for regularly scheduled hours worked. Employees not required to telework will be compensated in accordance with state law and [State Personnel Board Rule 16](#) provisions for emergency closure.

7. Q. How will telework be administered in the event employees are required to telework if able to do so during an emergency closure of agency operations?

A. If the suspension of normal state and/or agency operations does not prevent an employee’s assigned work from continuing, then those able to work would be considered unaffected by the office closure and required to telework. Any employee required to telework during an emergency closure will receive the normal compensation for hours worked, but will not receive additional or “double” compensation. Employees required to telework will likewise receive no additional right to an absence.

8. Q. Should normal telework policies be followed by employees required to telework during an emergency closure?

A. Yes. Employees required to telework should adhere to all applicable telework policies, including the [Statewide Telework Policy](#). Employers should maximize flexibility.