Emergency Working Remotely Quick Guide
March 25, 2020

The Emergency Working Remotely program is for staff and supervisors who are not already part of the DOL pilot telecommuting program. The dates of the Emergency Working Remotely program are currently March 16 - May 14, 2020. If you are already a participant of the DOL Pilot Telecommuting Program, you do not need to re-enroll.

All staff need to complete a two-part training, even if they are already part of the DOL Pilot Telecommuting Program. If you have taken this training since March 6, 2020, you do not need to take the training again. The first part is a live session called "DOL Telecommuting Program," and the second part is the OITS online course "How to Work Remotely." You must enroll in one of the "DOL Telecommuting Program" sessions listed in the chart below. Each session is listed in SLMS (https://nyslearn.ny.gov/) and will be conducted through WebEx. To enroll, log in to your SLMS account, search for the class name and enroll in the session you would like to attend. You will receive the WebEx login information the day before your selected session.

Class Name	Date	Time	Class Code
DOL Telecommuting All Staff Training	3/26/2020	1:00-2:00	032620#2_Telecom_WebEX
DOL Telecommuting All Staff Training	3/26/2020	3:00-4:00	032620#3_Telecom_WebEx
DOL Telecommuting All Staff Training	3/27/2020	10:00-11:00	032720_Telecom_WebEx
DOL Telecommuting All Staff Training	3/30/2020	1:00-2:00	033020_Telecom_WebEx
DOL Telecommuting All Staff Training	4/1/2020	9:30-10:30	040120#1_Telecom_WebEx
DOL Telecommuting All Staff Training	4/1/2020	1:00-2:00	040120#2_Telecom_WebEx
DOL Telecommuting All Staff Training	4/2/2020	10:30-11:30	040220#1_Telecom_WebEx
DOL Telecommuting All Staff Training	4/2/2020	2:30-3:30	040220#2_Telecom_WebEx

Staff should enroll in the online course "How to Work Remotely" through SLMS by searching for the course title and selecting "enroll." This course should be completed as soon as possible.

Staff should complete a telecommuting application as soon as feasible and submit it to their supervisor. The application and all other telecommuting program documents can be found at the DOL Telecommuting SharePoint site. The supervisor will review, sign and submit the application to labor.sm.telecommuting@labor.ny.gov. This application approval will be in effect during the implementation of the emergency program only. Note, the four-day limit for working remotely for PEF-represented employees is waived during this emergency period.

EMPLOYEE RESPONSIBILITIES after completing two-part training:

- Continually monitor all forms of communication, including the [DOL Employee Web Page](#) on the DOL Internet for updates and status during this emerging situation
- Go to [meetny.webex.com](#) and save to internet favorites
- Provide alternate contact information to supervisor (phone # and email)
- Review instructions and videos on this site: [https://its.ny.gov/working-remotely,](#) including:
    - Request and utilize an RSA token
    - Follow instructions to successfully connect to Microsoft Office
- Monitor @labor email communication throughout the workday
- If possible, forward your work desk telephone to your work cell phone or home telephone following [these instructions](#) (also found in the Telecommuting SharePoint site).
- Complete LATS entries ([https://time07.lats.ny.gov/default.aspx?redirect=y](#)) and submit LATS timesheet at the conclusion of each pay period
- Be available during the workday for assignment of work duties as necessary
- Seek supervisory guidance daily
- Follow the telecommuting guidelines, including submitting a work plan to your supervisor, prior to your workday, on at least a weekly basis

SUPERVISOR RESPONSIBILITIES:

- Go to [meetny.webex.com](#) and save to favorites
- Ensure staff connect to Microsoft Office
- Provide tasks for staff to complete while working remotely
- Staff who are unavailable to work while at home due to illness (other than COVID-related illnesses), appointments, or other reasons for unavailability, must charge their accruals

All employees are deemed non-essential unless notified otherwise by your supervisor. Your status as an essential or non-essential employee can change on a daily basis.

If you have a problem signing up for any of the training sessions, contact [labor.sm.lead@labor.ny.gov](#)
For any other questions, contact [labor.sm.telecommuting@labor.ny.gov](#).