

**From:** [Commissioner, DOT \(DOT sponsored\)](#)  
**To:** [DOT All Staff](#)  
**Subject:** Department Telework Update 8-25-2020  
**Date:** Tuesday, August 25, 2020 2:23:36 PM

---

Dear DOT&PF Team:

The COVID-19 Pandemic has affected all of us in one way or another, and the virus has hit close to home for some of our own DOT&PF employees. As critical infrastructure employees, it's important for us all to stay aware of procedural updates that may affect us and/or keep the workplace safe. You never know when or where COVID is going to find you, but the data shows that close attention to detail – practicing good hygiene, maintaining social distancing and wearing a mask will make a difference for all of us. Complacency is not our friend.

Despite the continued uncertainty, many are still enjoying the summer weather while others are planning for the fall school year and other dependent care needs while continuing to work from the office, home, or in the field. The department recently updated the COVID-19 Workplace Operating Plan, which can be found on both the public facing website and the intranet via the links below. If you haven't already done so, please take some time to familiarize yourself with the plan and the resources it contains.

Public Facing Home Page: <http://dot.alaska.gov/covid19info/wop/>  
Intranet Home Page, under **Highlights**: <https://web.dot.state.ak.us/index.shtml>

The Department of Administration also has a fairly robust website with many online resources for State of Alaska employees. The sites below provide answers to many COVID related questions ranging from telework success to COVID leave, and many other resources for employee success.

COVID-19 Resources: <http://doa.alaska.gov/dop/directorsOffice/covid19/>  
Telework Resources: <http://doa.alaska.gov/dop/Recruitment/telecommuteFAQ/>

I would like to highlight a couple changes to the current Telework Policy in place. While many employees have been teleworking under the 'Situational' guidelines that do not require a formal agreement, all employees who continue to telework in order to enable compliance with COVID-19 health precautions must have an approved Telework Agreement on file by December 31, 2020. This allows plenty of time for employees and supervisors to work together and get approved agreements in place.

Another update to the policy is the recognition that teleworking employees may have dependents at home. In that scenario, supervisors and employees are encouraged to collaborate to achieve flexibility and meet mutual needs. Please remember that teleworking does not work for all situations and is not an employee benefit or right.

Over the next few months the department's HR team will be offering Leadership Seminars, a monthly one hour opportunity for supervisors, managers, foremen and leads to learn about and discuss a variety of personnel related topics. I encourage our leaders to take advantage of these opportunities. FY2021 seminar topics are listed below.

**September:** Enhancing Employee Performance in a Virtual World and Q&A on COVID-

19 Leave

**October:** Virtual Team Building

**November:** Recruitment – Reference Checks and Nexus Determinations

**December:** Reasonable Suspicion

**January:** Overview – Employee Conduct Policy and Procedures

**February:** Working with Labor Unions

**March:** ADA Overview

**April:** EEO Update

Finally, while some industries have taken a big hit in recent months, the department continued to ***“Keep Alaska Moving”*** with little to no interruption to our Mission. Everyone involved with ensuring the department’s success in various areas during these unsettling times deserves a huge thank you. Whether you’re working on the front line or behind the scenes making front-line work possible, your dedication and professionalism is the foundation for our department’s success and I am proud to work beside you. Keep up the great work, and stay healthy.

*John MacKinnon*

Commissioner