


DIRECTIVE NUMBER: COVID-19 D1-A		DIRECTIVE NAME: Assigning Remote Work for Business Continuity	
ADOPTION DATE: July 15, 2020	LAST UPDATED: July 15, 2020		
DIRECTIVE APPROVED BY: Commissioner, NHDOT	SIGNATURE: 		
RESPONSIBLE OFFICE: Commissioner, NHDOT	CONTACT PERSON: Director, Policy and Administration		
REQUIREMENTS:	PROCEDURES AND RESOURCES: <ul style="list-style-type: none"> • COVID-19 D1 State of Emergency Declared • DoIT Guidance and Information 		

DIRECTIVE SUMMARY

In order to maintain continuity to perform essential business functions during the Governor’s declared COVID-19 State of Emergency, the Commissioner has directed the implementation of temporary remote work assignments. The assignment of temporary remote work locations shall remain in effect until the Commissioner directs otherwise.

SCOPE

This directive shall apply to all employees in all organizational units of NHDOT.

DEFINITION(S)

Remote Work: A working style that allows employees to work outside the traditional office environment.

Remote Meetings: Occur when individuals from different locations utilize text, audio, and video to communicate online regardless of their locations. Such meetings allow individuals to share data and information in real-time and it does not require them to be present in a single physical location.

Additional definitions related to this policy may be viewed on the SOS [Approved Definitions](#) page.

COMMENTS

1. The implementation of remote work assignment is a tool that may be utilized at the discretion of and under the authority of the Commissioner in order to establish business continuity when traditional work activities and/or locations are compromised. The COVID-19 Declaration of a State of Emergency initiated the implementation of NHDOT remote work assignments beginning in March 2020.
2. The assignment of remote work does not replace any existing telework or flexible working arrangements, however, those arrangements may be temporarily halted or impacted during the period of assigned remote work assignment for business continuity.
3. As many workers as possible, based upon job duties, have been assigned the ability to work remotely. Appointing Authorities and/or Supervisors must monitor remote work assignment and employee performance during this period. Each Appointing Authority will determine the methods of tracking work performance during this period of remote work.
4. Employees must contact their Appointing Authorities and/or Supervisors to report status of essential job assignments throughout the period of remote work.
5. During a period of remote work, Information Technology (IT) resources may be authorized/deployed according to prioritized functions and availability. Some IT resources may be shared and employees are required to follow directions as issued.
6. Employees assigned remote work must ensure they are following all computer use policies and cyber security training. Employees must also ensure protection of state owned equipment and store equipment in a safe and clean space when not in use.
7. Refer to the **PROCEDURES AND RESOURCES** linked in the reference block above for information on how to access NHDOT-provided remote work resources.

This Directive:

- Is effective immediately upon Commissioner or Director (if applicable) signature.
- Supersedes all previous references or guidance related to this topic.
- Remains in effect until replaced with an updated, approved directive signed by Commissioner or Director, or by a policy signed by the Commissioner.
- Has the full force and effect of policy and any employee found to have violated the SOS policies and/or procedures will be subject to appropriate disciplinary action up to and including discharge from employment pursuant to [PART Per 1002 of the Rules of the Division of Personnel](#).

- Is a document of the Standard Operating System (SOS) and all documents pertaining to it will be located in the [Index](#) on the Department's Intranet, accessible to all employees with computer access. For employees without computer access, hard copies of the SOS will be made available upon request and at all Department work facilities.

AMENDMENT RECORD

This directive is reviewed every two years to ensure its continuing relevance and accuracy. The record of amendments is recorded below.

Date	Comments	Name	Title
7/15/2020	Original Directive Adopted	Victoria Sheehan	Commissioner