



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

April 14, 2020

TO: Assistant Superintendents
Complex Area Superintendents
Principals
Personnel Regional Officers

FROM: Cynthia A. Covell *Cynthia A. Covell*
Cynthia A. Covell (Apr 14, 2020)
Assistant Superintendent

SUBJECT: **Telework Locations During COVID-19**

In response to the Coronavirus (COVID-19) pandemic, the Office of Talent Management issued guidelines on March 23, 2020 for teleworking, which can be found at <http://bit.ly/HIDOE-Telework>. Subsequently, there have been numerous inquiries regarding teleworking from outside the State of Hawaii.

The original guidelines were not specific, and did not limit the aforementioned option. However, the Hawaii Department of Education (Department) is clarifying that the option to telework from outside the State of Hawaii will not be allowed, effective immediately. This applies to all employees within the Department.

If there is a current arrangement to telework from a location outside of the State of Hawaii, this arrangement must be discontinued no later than the close of business April 30, 2020. The current "Interim Telework Agreement Form" states, "The Department has the right to terminate or modify this agreement at any time, after reasonable notice."

It is unknown at this time if this current situation will extend beyond April 30, 2020. However, if it does, and the employee is unable to adhere to these guidelines, the employee must take an appropriate leave of absence starting no later than May 1, 2020.

Should you have questions please contact the Office of Talent Management at otmhelp@k12.hi.us.

CAC:sb

cc: Superintendent
Deputy Superintendent