October 8, 2020

TO: Deputy Superintendent
    Complex Area Superintendents
    Assistant Superintendents
    Principals
    All Salaried Employees

FROM: Dr. Christina M. Kishimoto

SUBJECT: Updates on the Telework Program

School Level Employees:

On Thursday, October 1, 2020, the Hawaii Board of Education (Board) held a Special Meeting to ensure that the Department of Education (Department) was implementing telework in alignment with the Board’s June 18, 2020, Reopening Resolution. Based on the outcome of the meeting, the Board indicated that school administrators should continue to follow the Department’s telework guidelines and additionally consider the following factors when teachers request telework:

A. The teacher has a location at home where the teacher can work or conduct instruction online with minimal disruptions during school hours;

B. The teacher has reliable internet connectivity that is adequate for the instruction being provided and to engage with their administrator and others;

C. The teacher provides a written commitment that their administrator will be able to: (1) monitor the teacher’s instruction and/or instructional material provided to students and (2) will be able to easily make contact with, communicate with, and get timely responses from the teacher; and

D. The teacher and administrator mutually agree that the teacher has demonstrated the ability to provide effective instruction during distance learning and can do so in a sufficiently self-directed manner.
School administrators (if delegated by the Complex Area Superintendent) continue to be the final decision maker for any request but must communicate in writing the reason for approval or denial for telework. If a telework request is approved, and a school is in a hybrid learning model, telework should only be approved for the distance learning portion of the hybrid learning. Additionally, the administrator can terminate a telework agreement in order to move forward on documented plans for transitioning from distance to hybrid learning and from hybrid to in-person learning.

To better assist salaried school level personnel with this process, the Department has developed an online application for telework. This online application will be available starting October 8, 2020, and is currently only available for salaried personnel at school level locations. This online application for school based personnel will replace the current telework forms (DOE OTM 990-ATT-A and DOE OTM 990-ATT-B). For information (including Quick Sheets) on how to apply using the new online application, please visit the following website: https://bit.ly/TeleworkHIDOE. Any requests for telework on or after October 8, 2020 must be made using the online application. Paper applications should not be submitted.

**Non-School Level Employees:**

Salaried employees at State and District offices should continue to apply for telework using the current paper based application located at https://bit.ly/TeleworkHIDOE. Supervisors (if delegated by Complex Area Superintendent or Assistant Superintendent) continue to be the final decision maker for any request but must communicate in writing the reason for approval or denial for telework.

Please contact the Office of Talent Management at (808) 441-8300 or email otmhelp@k12.hi.us with any questions or concerns.

CMK: cac

c: Board of Education
   Communications Branch
   Office of Talent Management
On-Line Application

The Telework Application for salaried employees that work at a school location has been put online effective October 2020.

**Important Message:** At this time, there is no on-line application process available for salaried employees that are located at a state or district office location. Instructions to request telework for employees located at non-school locations can be found at [https://bit.ly/TeleworkHIDOE](https://bit.ly/TeleworkHIDOE).

**Getting Started**

1. Access the Department’s eHR homepage by inputting this web address:
   
   [https://ehr.k12.hi.us/](https://ehr.k12.hi.us/).

2. Log into the Department’s eHR website by entering your “**User name**” and “**Password**.”
   
   Your **User Name** is your employee ID number. Your **Password** is your DOE Internet password.
   
   **Important Message:** If you do not have a DOE Internet Password or are experiencing log-in difficulties, please contact the IT Help Desk at (808) 564-6000.

3. After you have entered your user name and password, click the “**Login**” button.

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*Please check System Messages after logging in for additional information on planned system outages.

*Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Current DOE Employees:

- **Username** is your First and Last Name (e.g. John_Smith) OR the Employee ID number on your DOE ID badge.
- **Password** is your DOE Internet Password.
Reviewing a Telework Request Using the On-line Application Process

1. Review the information contained in: “System Messages” (if applicable).

2. When ready, click the “Go to Pending Cases” button.

Note: There will be a message above the “Go to Pending Cases” Button indicating how many pending cases you have if any.
3. Click the “Select” button next to the appropriate telework request.

4. Then click: “Go To Case”
5. Click on “Applicant Fact Sheet” to review the entire telework application request from the employee.
Approving or Denying the Request

After reviewing the request and making a determination.

1. Click the “Add Row” button.
2. View the “**Effective Date**” of the approval.

Note: It will be populated with the current date.

3. Select “**Telework Program Request**” under the Action Column.
4. Select the appropriate reason from the drop-down menu.

- Telework Request Approved
- Telework Request Not Approved
- Telework Request Withdrawn (Use this option if an employee submits a request but no longer is requesting telework)
5. Enter a reason in the “Employee Notification Comment” why the request was either approved, not approved, or withdrawn.

**Note:** Please make sure this comment is appropriate and in a complete sentence. The information from this box will be sent in an auto-generated email to the employee informing them why their request was either approved, not approved, or withdrawn.

6. Click on “Edit Opening Details”
7. **Ensure Application Opening Status** is set to the appropriate value:

   **Note:** You should not have to adjust this because the status is automatically set by the system.
   - For “Approved” applications, the status should be set to “Selected”
   - For “Not Approved” applications, the status should be set to “Not Selected”
   - For “Withdrawn” applications, the status should be set to “Withdrawn”

8. Enter a comment in the “Decision Authority” box on who made the final decision on the telework request.

   e.g., Approved by Principal on 10/5/2020 or CAS did not approve request via email on 10/5/2020, etc.
9. Select “Submit” from the drop-down menu.

10. Then press “Go” to finalize the submittal.
11. After pressing the “Go” button, a screen will appear that says “Transaction Completed Successfully”.

12. Click the “Home” button to return to the main page.

Within 30 minutes of pressing “Go” and finalizing the submittal, an auto-generated email will be sent to the employee (cc: to Principal and CAS), notifying them of the status of their telework application. Sample emails are shown below:

**Sample Approved Telework Request email:**

Aloha <Employees Name>,

Your request for telework has been reviewed and has been approved with this notation:

*Telework request has been approved based on telework proposal and conversation with employee.*
Prior to transitioning to your approved telework schedule, please be sure to reference the telework documents and guidelines [here](#).

In accordance with the guidelines, it is important that you submit the following forms to your administrator:

- Attachment C, DOE OTM 990-ATT-C (If applicable)
- Attachment D, DOE OTM 990-ATT-D
- Attachment E, DOE OTM 990-ATT-E
- Attachment G, DOE OTM 990-ATT-G (when requested from your administrator)

Thank You

**Sample Not Approved Telework Request email:**

Aloha <Employee Name>,

Your request for telework has been reviewed and has not been approved.

The Department requires your administrator to provide you with a written explanation for the denial of your request. The reason for your denial is: *The duties of the job require the employee to be on campus.*

Should you have any questions, please see your principal.

Thank You

**Sample Withdrawn Telework Request email:**

Aloha <Employees Name>,

Your request for telework has been withdrawn.

The reason for the withdrawn application is: *The principal received an email on 10/5/2020 from the employee asking to withdraw their telework application.*

Should you have any questions, please see your principal.

Thank You