

MEMORANDUM

To: State Employees, Appointing Authorities and Elected Officials
Cc: FYI: Judicial and Legislative Branches
From: Beth Fastiggi, Commissioner of Human Resources *BF*
Date: October 25, 2021
Subject: Telework Training & Continuation of Telework

Beginning November 1, 2021, employees who wish to continue to telework on a regular basis should be doing so under an approved telework agreement. Also, please be reminded that all employees who wish to telework should complete the telework training by November 1, 2021 and be up to date on all IT security training (Security Mentor). The Telework Training can be found by accessing the State of Vermont Learning Management System [SOV LINC](#) (Agency of Transportation employees are required to log into the LMS through the [Single Sign On \(SSO\) URL](#).)

IT Security Training: Notices about Security Mentor trainings would have come to you via email: Security Mentor, Inc. lesson-notice@securitymentor.com. If you have not received them, please note the following and/or notify your supervisor: *“you must first be authenticated to State of Vermont to be able to access your Security Mentor account. Once in your account, either click on your current lesson(s) on your “My Account” home page, or on “Lessons” on the top horizontal menu to see all available lessons.”* If you have technical problems, contact Security Mentor support at support@securitymentor.com.

Required Telework Training:

➤ Telework Training for Employees

- Telework Training for Employees is recommended for all employees who will be teleworking and supervisors who have team members who will be teleworking
- You will find this training by going into the LMS and searching for “Telework for Employees” or clicking this link: [Telework for Employees \(csod.com\)](#)



ONLINE CLASS

Telework for Employees

Last Updated 09/10/2021 Duration 30 minutes

Details

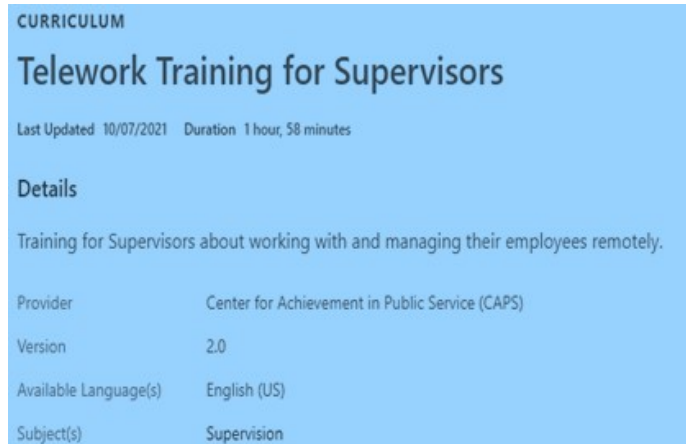
Training about teleworking at remote locations for State Employees.

Provider	Center for Achievement in Public Service (CAPS)
Version	1.0
Available Language(s)	English (US)
Subject(s)	CAPS Employee Development

- All supervisors must take the required supervisor training prior to approval of their own telework requests and the approval of any direct reports' telework requests.

➤ Telework Training for Supervisors

- Telework Training for Supervisors has been assigned to all designated supervisors and managers in the executive branch
- If the training has been assigned to you; **you will see it** on your transcript in the Learning Management System (LMS)
 - If you are not a designated supervisor or manager, or in the executive branch, you may still take this training [Telework Training for Supervisors \(csod.com\)](https://csod.com)



CURRICULUM

Telework Training for Supervisors

Last Updated 10/07/2021 Duration 1 hour, 58 minutes

Details

Training for Supervisors about working with and managing their employees remotely.

Provider	Center for Achievement in Public Service (CAPS)
Version	2.0
Available Language(s)	English (US)
Subject(s)	Supervision

Upload Approved Telework Forms:

- Additionally, if you are seeking a telework arrangement, once you receive your approved telework form, **please upload it** into the HR Repository found here: [DHR Upload Form](#).

Ad Hoc Telework:

Ad hoc, non-recurring or occasional telework does not require a teleworking agreement but does require supervisor approval. Ad hoc telework may be used with supervisor approval for continuity of operations such as inclement weather, environmental catastrophe, or public health emergencies.

Additional questions can be found on the [Telework Resources - Home \(sharepoint.com\)](#) site.