



**Greene County  
Human Resources  
Department**

411 Main St., Suite 339  
Catskill, New York 12414

Nicole T. Maggio  
Director

**MEMORANDUM**

TO: All Employees  
FROM: Nicole T. Maggio, Human Resources Director *NMM*  
DATE: February 9, 2021  
RE: **COVID Related Requests to Telecommute**

When an employee requires a request to telecommute due to a **COVID related reason (i.e. school closure, lack of daycare due to COVID related closures, etc.)**, the attached Telecommuting Policy needs to be reviewed by the employee and the attached Telecommuting Agreement must be completed and signed by the employee. The department head must review the request to determine if the needs of the department would permit the employee to telecommute and whether the employee has all of the necessary resources to telecommute. If the department head approves the request, s/he will sign the agreement and submit it to the County Administrator for approval and signature. Once all parties have signed the agreement, the original document will be submitted to the Human Resources Director to be placed in the employee's employment file. A copy of the fully executed agreement will be sent to the employee and department head for reference.

All requests to telecommute for **medical reasons** must be submitted as a request for an accommodation pursuant to a completed ADA packet that can be obtained from the Human Resources Department. The attached telecommuting agreement is not applicable to requests pursuant to a medical issue.

If you have any questions regarding requests for telecommuting please contact the Human Resources Department at (518) 719-3775.

