

## Special Message from the Director

March 27, 2020

Sent 3:31 p.m.

To: All DVS

From: Director Emma Corrie.

DVS Team

We have just received more direction this morning from MMB regarding our employee questions about the next two weeks. Below are two important messages for all DVS employees. Please read this entire email and take the actions needed.

### One - My three priorities for DVS for the next two weeks are:

1. The **health and safety** of ALL DVS employees – ALL DVS offices, exam stations and inspection centers will be closed March 28-April 10. **No staff**, except for the mailroom staff in the Town Square location, will be in the office during the next two weeks - not even for brief time periods. *We need to listen to the advice of our Governor and stay at home.*
2. Ensuring that all DVS employees are getting a **paycheck** (please see if you need to take action below)
3. All DVS employees are **contributing to the DVS mission** of serving Minnesotans and earning their paychecks by working remotely.

### Two - How the Stay at Home Order affects employees-immediate action needed

The Stay at Home Order issued by Governor Walz ([EO 20-20](#)) requires all employees who can telework to do so.

- To prevent the spread of COVID-19, all employees who can and are authorized to telework **must do so**.
- During the Stay at Home Order (March 28-April 10, 2020) employees who perform Priority 1 and 2 services and can telework, must do so. If they must report to the worksite, the Order allows them to do so. *(Mailroom staff only, all others work from home)*
- Most DVS employees perform Priority 3 and 4 services. Many of these employees have been assigned a laptop and are authorized to telework.
- Many of our exam station staff and inspection center staff who have not been assigned a laptop will receive assignments from their supervisors and are also authorized to telework.
- DVS staff who do not have an assigned laptop and have not been given an assignment by their supervisor to telework must do the following:
  - Sign up for reassignment opportunities by updating their pandemic availability and personal skills information in Employee Self Service by midnight on March 27, 2020.
  - Apply for Paid COVID-19 leave (payroll earnings code CVD) to cover their absences during the Stay at Home Order March 28-April 10 (eligible if not reassigned/redeployed).

- The Redeployment Center will continue to seek redeployment assignments for Priority 3 and 4 employees who cannot telework.
- This direction assumes the Stay at Home Order ends at 5pm on April 10. If the Stay at Home Order is extended, MMB will provide new guidance.

THOSE REQUESTING COVID LEAVE MUST REQUEST CVD LEAVE BEFORE THE END OF THE DAY TODAY 3/27/20:

Instructions for completing this form:

1. If you cannot open this form, ask your supervisor to print it for you or contact Jody Thronson at 651-201-7372 or [jodean.thronson@state.mn.us](mailto:jodean.thronson@state.mn.us) for an alternative format.
2. Employee fills out this form and returns to the supervisor for signature.
3. Once your supervisor has approved and signed it, they will send the completed form to HR COVID-19 mailbox at: [DPSH-COVID@state.mn.us](mailto:DPSH-COVID@state.mn.us)
4. Questions may be directed to your supervisor.
5. HR will be working through this weekend and will respond back with approved/denied.

*It is important for you to complete your time entry promptly and accurately this Tuesday (March 31,2020). Information regarding CVD leave is rapidly changing and we will provide more details as information becomes available.*

Thank you for all you do. Stay healthy and take care.

Serving You,



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**Emma Corrie**

*Pronouns: she, her, hers*

Director, Driver & Vehicle Services

Minnesota Department of Public Safety

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