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House of Representatives
Commonwealth of Pennsylvania

August 7, 2020

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STATE GOVERNMENT
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Michael Newsome
Secretary of the Office of Administration
207 Finance Building
Harrisburg, PA 17120

Dear Secretary Newsome,

Governor Wolf, in March, closed the physical location of state agencies in order to address the problems presented by COVID-19. While in the early days of the pandemic such a move was certainly warranted, many state offices remain closed despite our success in flattening the curve.

The fact these offices have remained closed despite the drop in case numbers has proven to be problematic.

Over the past two months our offices have interacted with constituents who often complain they cannot speak with anyone in our state agencies. These constituents are not among the hundreds who have and continue to contact us about unemployment issues. Rather these Pennsylvanians cannot get ahold of agencies such as PennDOT, Department of Revenue or are seeking occupational licenses and struggle to get a response from the respective board on their application. This is not unique to our constituents, as our colleagues on both sides of the aisle have assisted constituents with similar issues. This simply is unacceptable and raises considerable doubt about the efficacy of the administration's policies regarding remote work.

In light of the difficulty Pennsylvanians are having in contacting their government for essential services, we have the following questions about remote work within state agencies:

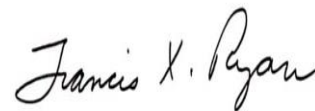
- How did the administration determine which employees would be required or allowed to work from home?
- How many employees still went to their physical locations?
 - Please include the agencies they work for and their job titles
- What percentage of employees working remotely since March 6th have been logged on and working for at least 30 hours?
 - Please provide this information broken down by agency and by week.
- What percentage of employees working remotely since March 6th have failed to log on during the work week?
 - Please provide a breakdown of employees who failed to log in by agency and week.
- What internal controls does the administration have in place to ensure state employees who are working remotely perform the tasks assigned to them?
- How did the administration determine overtime payments between March 6th and August 6th for employees working remotely?
 - Please a specific list of individuals who received overtime payments and any overtime policies adopted or used for remote work between March 6th and August 6th.
- How many laptops did your office provide to state employees for remote work? What was the process for determining which employees would receive state laptops?
- What was the total cost, salaries and benefits, for state employees from March 6th through August 6th?
 - Please break down by week and the following categories:
 - Employees who worked 40 hours a week
 - Employees who worked 35 - 39 hours a week
 - Employees who worked 30 - 34 hours a week
 - Employees who worked 25 - 29 hours a week
 - Employees who worked less than 24 hour a week
 - Employees who failed to log on

We look forward to your prompt response to my questions. Should you have any questions please do not hesitate to contact us.

Sincerely,



Seth Grove
State Representative
196th Legislative District



Frank Ryan
State Representative
101st Legislative District

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House of Representatives
Commonwealth of Pennsylvania

September 3, 2020

CHAIR
GOVERNMENT OVERSIGHT
COMMITTEE

COMMITTEES
APPROPRIATIONS
Subcommittee on Government
and Financial Oversight, Chair
STATE GOVERNMENT
FINANCE
INSURANCE
REPUBLICAN POLICY

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STATE PLANNING BOARD
YAMPO

Michael Newsome
Secretary of the Office of Administration
207 Finance Building
Harrisburg, PA 17120

Dear Secretary Newsome,

We sent you a letter, on August 7, requesting information concerning the many commonwealth employees who have been working from home since the pandemic began in March.

Since we sent our original letter more than three weeks have past, but we have not received any response from your office outside of a brief acknowledgement from your staff that our letter was received. While we understand these our difficult times this information is important as we begin to review the state's handling of the pandemic and how employees worked while their physical office locations were closed.

In order to begin reviewing this important information we are asking for you to provide us with the all data your office currently has available, relative to our original letter, by September 10th. Additionally, we are asking for your office to provide data referenced by the governor in public remarks on August 31st where he remarked that "metrics show employee productivity is increased and managers ensure products are of high quality and outcomes are positive".

While this would be welcome news, if accurate, we believe given the fact at no other time in the state's history has this much of its workforce worked remotely it is important for us to have the following information included with our original request:

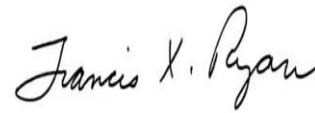
- What is being used to determine productivity while employees are working remotely during the pandemic?
- How does productivity compare to the productivity of state workers prior to COVID-19?
- Monthly productivity data for each Commonwealth Agency from April 1st- July 1st.

Please include with your interim response a timeline for which we can expect to receive any unanswered questions from our original letter. We look forward to your prompt response to my questions. Should you have any questions please do not hesitate to contact us.

Sincerely,



Seth Grove
State Representative
196th Legislative District



Frank Ryan
State Representative
101st Legislative District