

Colleagues,

As we approach the New Year, we also approach the implementation date of the Governor's Executive Order to return to the office. Your Division leaders have prepared and approved plans that faithfully expedite the return to office requirement. I understand that these plans will require changes in work location for many of our fellow public servants, and I appreciate your flexibility and teamwork as we resume the in-person, collaborative work style of the pre-pandemic era.

As we implement the return to the office order, I recognize the opportunity for in-office work is limited due to limited office space. As a consequence, we will continue to use some remote and hybrid schedules while increasing our office presence in conformity with the Governor's expectations. Based on our current plans, we will be decreasing our fully remote staff by 75%. When we regain our office space in the southwest quadrant of the building we will look for additional ways to increase our capacity and create more in-person work opportunities.

I'm sure there will be some growing pains and adjustments that will be necessary as we resume regular in office work. Agency leadership will continue to listen to your feedback and we will adjust as necessary to optimize the experience of our teammates and customers.

For now, thank you for your support and patience.

Happy New Year!

Regards,

**Jason Jackson**

Director, Department of Administrative Services