

Temporary Operations Plan in Response to COVID-19 for Departments under the Board of County Commissioners

- Effective Wednesday, March 18th all **non-required** employees will be directed to stay home and will receive 100% of their normal pay. They will not need to utilize any accrued paid leave.
- Specific staff (both BU and NBU) will be identified by management as “**required**” employees; these employees perform job duties that are absolutely necessary for services to be provided and/or that are needed for normal operations in support of our departments.
 - Effective Wednesday, March 18th all **required** employees will be expected to continue to perform assigned duties, whether that is from home, at their normal workplace, or in the field, whichever is practical for the work to be performed and as arranged with management.
 - Employees who are **required** employees must remain reachable and available in the event that they are needed to physically report to work to perform regularly assigned job duties. Absent verifiable & extenuating circumstances as communicated in a timely manner to management, **required** employees must perform work when directed.
 - **Required** employees will receive 100% of their normal pay and will also earn 5 hours of personal time for each work week. This time would need to be used prior to the end of next year (2021).
 - Any work performed by a **required** employee outside of their normally-scheduled work hours will still be considered overtime if it would otherwise qualify as OT under normal operating circumstances. This applies to call-out pay as well.
 - If a **required** employee subsequently has a documented/verifiable COVID-19 diagnosis, or is required by either a physician or the local health department to quarantine, then that employee will be temporarily considered to be a “non-required” employee until they are cleared to return to work.
- Employees who are currently on an unpaid leave of absence will remain in that unpaid status until they are officially able to return to work, at which time their status will change to either a “required” or “not required” employee
- This would be in effect from March 18th through April 11th and the Board of County Commissioners will re-assess the situation at that time.