



## HUMAN RESOURCES

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Human Resources Manager

### Temporary Policy Regarding County Services

March 18, 2020

Dear Elected Officials and Department Heads,

Beginning with the start of shifts on Thursday, March 19, 2020, we will be closing all county buildings to the public until further notice. We are asking department leaders to begin working with their teams to identify employees and positions (as well as functions) **who must report in-person to work and those whose work can be completed remotely so that minimum staff will be in the offices to help control the spread of COVID-19.** Those who can work remotely should work from home. A telecommuting form should be filled out and signed between the employee and the Elected Official or Department Head to allow work from home. It is imperative that we receive this information back (copy to Supervisor/Department Head/Elected Official and a scanned copy or picture sent to HR) so we can know who is working at home and where they are working in the event of another situation arising.

We recognize this is not an easy process and that there may not be consensus in some departments. That said, please do your best to help support your supervisors and employees in this dialogue and decision-making process.

Public service is the nature of our business. Employees who can work at home should. However, we realize that some employees' work cannot be completed at home. Employees will have the choice to work from home, work at the office while it's closed to the public or take leave in accordance with Policy 7 – Employee Benefits and/or Policy 25 – COVID-19 Emergency Pandemic Leave. Employees who can't work from home may choose to take unpaid leave per Policy 25 during this COVID-19 period.

Some of our functions may require in-person interaction with the public. Please schedule all in-person services with the public by appointment. This will allow us to close our doors to help prevent the spread of this virus, but also provide the services that we need to provide to the public. When possible, functions should be completed over the phone or electronically to help reduce the risk of the spread of Coronavirus.

If your employees have questions, as supervisors please work with your employees. Supervisors, department heads and elected officials with questions should contact an HR representative. This will allow us to work through concerns a lot faster than receiving 200 phone calls or emails all at the same time. Please watch your email for further updates as that's the fastest way for us to push information out to you.

We appreciate all you and your employees do for the county. We see you, we know you're concerned and we care about your health and wellbeing. If you have questions, please reach out to me.

Thanks!

Jenica Stander  
HR Manager