



## Administrative Practices Manual

# Suspension of Non-Essential In-Person County Government Operations

### Section 1: Purpose

The purpose of this policy is to create guidelines for compensating employees in the event that non-essential in-person county government operations are suspended.

### Section 2: Policy

1. Employees who have an approved Telecommuting Agreement should plan on working from home when non-essential in-person operations are suspended.
  - a. If a non-essential employee working at-home through an approved Telecommuting agreement loses power and/or Internet service during the suspension of non-essential in-person county government operations, the employee must document this and report it to their supervisor. If a supervisor receives documentation of the loss of power and/or Internet service, then employees shall receive their normal compensation and shall be treated like employees described in paragraph #2. This section only applies during a suspension of non-essential in-person operations and does not modify the normal expectations of a telecommuting agreement.
  - b. If approved by their supervisor, non-essential employees may opt to use vacation and other forms of accumulated leave, except sick leave, to be absent from work when non-essential in-person operations are suspended.
2. Non-essential employees who do not have an approved Telecommuting Agreement and are advised not to report to work or are released from work early due to the closure of in-person County Government Operations will receive their normal compensation. For all such employees, time sheets should reflect the time as worked.
  - a. No paid leave is used, no comp time is earned, and no premium pay is paid for the shift missed due to the closing of in-person government. This happens even if these provisions would have applied had the employee been working their normal shift.
  - b. Any non-essential in-person shifts that started anytime on the closure date are included in this policy. For example, if an employee was scheduled at 11:00pm until 7:00am then next day would be included and would receive their normal compensation for the shift, excluding any premium pay they would have received had the employee been at work.
  - c. When the closure of in-person county government is not extended into the next day, employees are expected to be back at work at the start of their normally scheduled shift anytime on the subsequent day. Any time missed from work after the closure date should be accounted for as a normal absence.
3. Essential employees who report to work, or remain at work, after the closure of in-person county government will be compensated for the amount of time worked after in-person county government has been closed. Compensatory time will be at straight time unless the employee moves into overtime status, at which time overtime is applied normally.

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- a. Employees who were *required* to work their normal shift on the closure date will receive straight time comp time (CT1) for the time worked on that day (excluding lunch breaks, or portions of lunch breaks taken), until overtime applies. At that time, they receive normal overtime compensation.
  - b. The period of time that employees are eligible for CT1 is from midnight on the closure date morning through midnight the following morning (the 24 hours of the closure date). Any shift worked that started on the day prior to the closure date and lasted past midnight would receive CT1 for the period worked after midnight. Similarly, any shift started on the closure date that lasted past midnight would be eligible for CT1 for the hours worked up to midnight.
  - c. Unrepresented managers who were required to work on the closure date may account for these hours using the Managerial Exempt Compensatory Time APM Policy.
4. Employees who were not scheduled to work on the day of the in-person government closure (would not have worked even if in-person County government had not been closed) do not earn any comp time or other compensation for the day that County government was closed.
  5. Employees who were on a preapproved sick, vacation, or holiday day off, or were on a paid or unpaid leave of absence do not receive any additional compensation for the day. Paid leave time is used for the absence as was previously planned.
  6. Employees who work a double shift on the closure date do not receive Compensation Time and Overtime for the same time. If an employee worked a double shift, they would receive Comp Time for the first shift and overtime for the second shift.
  7. Part-Time Employees
    - a. Part-time Employees who have an approved Telecommuting Agreement should plan on working from home when non-essential in-person operations are suspended. If approved by their supervisor, non-essential part-time employees may opt to use vacation and other forms of accumulated leave, except sick leave, to be absent from work when non-essential in-person operations are suspended.
    - b. Non-essential part-time employees without an approved telecommuting agreement who were scheduled to work on the closure date will receive their normal compensation for the hours they were actually scheduled to work that day (excluding UPAY). The hours are not prorated based on FTE. A 50% employee scheduled to work for 8 hours receives 8 hours pay for the day.
    - c. Essential part-time employees who worked on the closure date will receive CT1 for any hours worked from midnight that morning to midnight the following morning.
  8. Employees REQUIRED to work (essential positions), but did not report to work for any reason must use accumulated paid leave to cover their absence for their *scheduled* shift.
  9. Limited Term Employees (LTEs).
    - a. Non-essential Limited Term Employees who have an approved Telecommuting Agreement should plan on working from home when non-essential in-person operations are suspended.

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- b. Non-essential Limited Term Employees who do not have an approved Telecommuting agreement receive no pay the shift not worked when in-person county government is suspended.
- c. Essential Limited Term Employees will be paid straight time for the hours worked. Normal overtime guidelines for the pay period apply.

**End of Policy**