



MEMORANDUM

Date: March 20, 2020

To: Presiding Judge of the Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator 

Re: **Telecommuting During a Pandemic Outbreak**

As you are aware, I am permitting telecommuting as an option for certain affected employees during the period of Pandemic Outbreak as a method to keep the workplace healthy and safe. This option is temporary in nature and it should not be assumed that the general practice is to telecommute. Appointing Authorities are required to review each request and limit any abuse.

Appointing Authorities must ensure adequate, in-person coverage of their Departments at all times. Due to this requirement and available equipment, not every person requesting to telecommute will be permitted to do so. As such, the approvals for telecommuting will be prioritized as follows:

1. You have a compromising medical condition as identified by the Centers for Disease Control (CDC) that places you in a higher risk category of contracting COVID-19.
2. You have a family member in your household that has a compromising medical condition as identified by the CDC that places them in a higher risk category of contracting COVID-19.
3. You have a school-aged child who is affected by a school closing and you need to provide care for the child.
4. You are over 65 years of age

In these cases, telecommuting requests should not exceed thirty (30) calendar days.

Additionally, if resources allow, limited telecommuting may be approved for the following:

1. If you are experiencing very mild symptoms of illness that do not require medical treatment, in which you would otherwise attend work but are not due to the pandemic outbreak.

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2. If you are returning from an area that had a confirmed outbreak or you had suspected contact with COVID-19, and are not experiencing symptoms.

In either of these cases, it is expected that you would return to work after the 14-day period from the onset of symptoms or suspected contact. However, if during this time period you required medical treatment or your symptoms become worse, you are required to stop telecommuting and take pandemic outbreak leave.

If a laptop or remote desktop access is needed in order to telecommute and has not already been established, the telecommuting requests should not be approved.

Prioritization for issuance of a device or access must be reviewed by Deputy County Administrators and the Information Technology Department.

I expect the situation to continue to evolve over time. Therefore, continue to review the COVID-19 FAQs and the Telecommuting FAQs at [Employee COVID-19 Intranet Page](#).

Thank you for helping to keep the workplace safe and using telecommuting for its intended use.

CHH/mp

Attachment

- c: Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco Garcia, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Wendy Petersen, Assistant County Administrator for Justice and Law Enforcement
Cathy Bohland, Director, Human Resources

TELECOMMUTING REQUEST FORM



This form is used to assess the need for telecommunicating. Telecommuting should only be used for extenuating circumstances and where the option of its use is in the best interests of the County. This form is intended to provide employees and supervisors with the criteria for successful telecommuting arrangements and to ensure a consistent and fair method for processing telecommuting requests.

Supervisor must complete and submit this form to their Appointing Authority.

All approvals will be made on a case-by-case basis in accordance with [Administrative Procedure 3-33 Telecommuting](#) and Board of Supervisor Policy D.23.20, *Attendance Policy During Influenza or Other Viral Pandemic Outbreak*.

Date:	Telecommuting Address:	
Employee EIN:		
Employee Name:	Telecommuting Phone:	
Department:	Start Date:	End Date: <input type="checkbox"/> 14 days <input type="checkbox"/> 30 days
Supervisor Name:	Supervisor Title:	

If applicable, please check all that apply:

- Employee qualifies for an Americans with Disability Act (ADA) accommodation and is approved by Human Resources
- Employee qualifies for Intermittent Family and Medical Leave Act (FMLA) Leave and is approved by Human Resources
- Employee meets one or more of the following Pandemic Outbreak criteria:
 - Employee is exhibiting **very mild symptoms of illness** during a Pandemic Outbreak, **which do not require medical care**, and requires 14 days of self-isolation
 - Employee has a school-age child affected by school closures and needs to provide at-home care
 - Employee is in a compromised group: 65+ years of age **OR** has an underlying medical condition as identified by the CDC
 - Employee has a medically compromised family member in the household, as identified by the CDC
 - Other (Please describe):

How often will the employee telecommute? (Include total days, hours, etc.)

Are there any essential job functions that prohibit the employee from telecommuting?

