



MEMORANDUM

Date: March 26, 2020

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

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Temporary Assignment of Employees During COVID-19 Outbreak**

Board of Supervisors Policy, D 23.20, *Attendance Policy During Influenza or Other Viral Pandemic Outbreak* provides that: "During pandemic situations, the County Administrator is granted authority to direct Human Resources to grant other unforeseen waivers as the need arises."

Therefore, in order to ensure current employees can be temporarily assigned to other duties and perform other work to enable continuity of operations and avoid potential loss of work, I am requesting that Human Resources provide options to employees affected by the closure of certain functions of the County. When temporary work is available, Human Resources should offer the employee the option of being temporarily assigned work that is at or below their actual job classification.

The employee may accept the assignment and remain paid at their current salary/rate of pay. If the employee does not accept the assignment, they may use their leave banks or the recently approved pandemic leave or leave in accordance with the recently federally enacted Families First Coronavirus Response Act leave.

Please note, these measures are necessary in order to keep employees working and in line with my direction that no one go without a pay check, if possible.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator
Cathy Bohland, Director, Human Resources