

DIRECTIVE CONCERNING EMERGENCY STAY HOME PAY

This directive is being issued pursuant to Resolution 2020-10-CM concerning emergency stay home pay. Resolution 2020-10-CM empowered the President of the Board of Commissioners to issue an emergency declaration requiring some or all County employees to refrain from coming to their work stations. On March 21, 2020, I issued a declaration of public health emergency determining that the COVID-19 pandemic presented a local disaster emergency within the meaning of IC 10-14-3-29. On March 23, 2020, the Governor of the State of Indiana issued Executive Order 20-08 concerning the COVID-19 public health emergency directing Hoosiers to stay at home except where leaving home was for essential activities.

Pursuant to the provisions of the above referenced authorities, I am issuing this directive concerning emergency stay home pay. Some employees of Tippecanoe County shall be directed to refrain from coming to their work stations pursuant to the guidance issued to Department Heads in the document attached hereto as Exhibit "A." Those employees shall be eligible for emergency stay home pay as specified in the guidance.

Pursuant to Resolution 2020-10-CM, during the employee's regularly scheduled non-overtime work hours during the emergency, the employee is considered "on-call" and, therefore, must be available by phone to respond to calls from other County officials and must be available to return to the employee's work station within two hours of notice. The employee may not earn compensation from any other source during the employee's regularly scheduled non-overtime work hours during which the employee is earning Emergency Stay Home Pay.

Dated this ____ day of March, 2020.

 03-24-2020
Tracy A. Brown, President
Tippecanoe County Board of Commissioners

The Directive by the President of the Tippecanoe County Board of Commissioners is hereby ratified by the Board of Commissioners of Tippecanoe County.

TIPPECANOE COUNTY BOARD OF COMMISSIONERS

Tracy A. Brown, President

Date

Thomas P. Murtaugh, Vice-President

Date

David S. Byers, Member

Date

ATTEST

Robert Plantenga, Auditor

Date

Again, thank you to all employees for your patience and dedication as we navigate this health emergency. Below are guidelines for what was outlined on yesterday's call. We understand that due to the complexity of County government, there may be situations that call for adjustments or exceptions to the guidelines. Also, some of the guidelines may not be equitable to every employee. Given the current situation, that cannot be avoided.

All County departments have been identified as either essential or non-essential and that list is attached.

Essential Departments

The department head has the option to have people work remotely, stagger working hours or fluctuate which employees work on site and which work remotely.

Some employees in essential departments may be deemed as non-essential by the department head. If so, those employees follow the guidelines below for non-essential departments.

If at some point, travel is further restricted, a letter will be provided stating that the employee is considered "essential".

All employees use TimeForce as usual and the same payroll deadlines apply. Please make sure all employees know how to log into TimeForce remotely using the link www.gotimeforce2.com and the company code D1656.

Non-Essential Departments

All employees working in non-essential departments should stay home effective March 25, 2020 and those full time and regular part-time employees (benefit eligible) will be paid as usual. This will be called "Emergency Closure" in TimeForce and the timecard code will show "EMR". Those that can work remotely will be expected to do so, but some simply won't have work that can be done from home. However, those employees should be available, if needed. The department head should inform each employee of work expectations during this time.

All published department phone lines should be forwarded to someone who will be working remotely and emails should be checked on a regular basis.

There are certain critical functions that still must be completed during this time. Those include the processing of payroll and processing claims (particularly any bills that could have a late fee assessed). Other critical functions may be outlined by the department head.

With the permission of the department head, any employee can access their office to perform a particular function.

Employees working remotely should clock in or enter all hours worked, as usual. Department heads/payroll clerks should enter "Emergency leave" hours for all full time and regular part-time employees up to the number of hours normally worked. For example, if a 37.5 hour employee worked remotely and clocked in for 25 hours that week, 12.5 hours would be entered as "emergency leave".

Again, all full time and regular part-time employees will be paid their regular salary and *obviously, there should be no overtime or comp time earned.*

COVID-19 Leave Policy

This policy remains in place to use after the emergency closure is over, for employees that are still ill with the virus, caring for an ill dependent or a child out of school due to the crisis, or meets the other parameters outlined in the resolution.

County Office Building

With the exception of the Courthouse all County buildings will be locked. The front door of the County Office Building will be open during clinic hours. The Commissioners office will be staffed to accept and sort mail and packages during business hours. Departments can access the building to make deposits at the Treasurer's office at specific times and those times will be outlined later.

Wellness Clinic

The clinic will remain open with normal hours but all doors to the County Office Building will be locked *except the front door. Please note this is a change from what was stated on the department head call.* Employees should reschedule any wellness appointments to avoid contact with others who may be ill.

Tippecanoe County Government - Essential Services

| | Location | Category | Department | Status |
|----|--------------|------------------|--------------------------|---------------|
| 1 | 111 Building | Criminal Justice | Prosecutor's Office | Essential |
| 2 | 111 Building | Criminal Justice | Public Defender's Office | Essential |
| 3 | 629 Building | Public Safety | Coroner | Essential |
| 4 | 629 Building | Public Safety | Emergency Management | Essential |
| 5 | 629 Building | Human Services | Health Department (629) | Essential |
| 6 | 629 Building | Administrative | Maintenance | Essential |
| 7 | 629 Building | Administrative | Veteran's Services | Non-Essential |
| 8 | 629 Building | Administrative | Weights & Measures | Non-Essential |
| 10 | Courthouse | Judiciary | CASA | Essential |
| 11 | Courthouse | Judiciary | Circuit Court | Essential |
| 12 | Courthouse | Judiciary | Clerk's Office | Essential |
| 13 | Courthouse | Judiciary | Court Services | Non-Essential |
| 9 | Courthouse | Judiciary | IV - D Court | Essential |
| 14 | Courthouse | Judiciary | Juvenile Magistrate | Essential |
| 15 | Courthouse | Judiciary | Magistrate's Court | Essential |
| 16 | Courthouse | Judiciary | Probation Department | Essential |
| 17 | Courthouse | Judiciary | Superior Court 1 | Essential |
| 18 | Courthouse | Judiciary | Superior Court 2 | Essential |
| 19 | Courthouse | Judiciary | Superior Court 3 | Essential |
| 20 | Courthouse | Judiciary | Superior Court 4 | Essential |
| 21 | Courthouse | Judiciary | Superior Court 5 | Essential |
| 22 | Courthouse | Judiciary | Superior Court 6 | Essential |
| 23 | Stand Alone | Human Services | Cary Home | Essential |
| 24 | Stand Alone | Criminal Justice | Community Corrections | Essential |
| 25 | Stand Alone | Administrative | Extension Service | Non-Essential |
| 26 | Stand Alone | Administrative | Fairgrounds | Essential |
| 27 | Stand Alone | Public Works | Highway Garage | Essential |
| 28 | Stand Alone | Public Safety | Sheriff's Office | Essential |
| 29 | Stand Alone | Administrative | Soil & Water | Essential |
| 30 | Stand Alone | Human Services | Villa | Essential |
| 31 | Stand Alone | Human Services | WIC | Essential |
| 32 | TCOB | Administrative | Area Plan Commission | Non-Essential |
| 33 | TCOB | Administrative | Assessor | Non-Essential |
| 34 | TCOB | Administrative | Auditor | Essential |
| 35 | TCOB | Administrative | Building Commission | Essential |
| 36 | TCOB | Administrative | Commissioner's Office | Essential |
| 37 | TCOB | Administrative | County Council | Non-Essential |
| 38 | TCOB | Administrative | DoIT | Essential |
| 39 | TCOB | Administrative | Elections | Essential |
| 40 | TCOB | Human Services | Health Department (TCOB) | Essential |
| 41 | TCOB | Public Works | Highway Department | Non-Essential |
| 42 | TCOB | Administrative | Human Resources | Essential |
| 43 | TCOB | Administrative | Legal | Essential |
| 44 | TCOB | Administrative | Recorder | Non-Essential |
| 45 | TCOB | Administrative | Surveyor | Non-Essential |
| 46 | TCOB | Administrative | Treasurer | Essential |
| 47 | TCOB | Human Services | Wellness Center | Essential |
| 48 | Various | Public Works | Parks Department | Essential |