

**PULASKI COUNTY COMMISSIONERS AND PULASKI COUNTY COUNCIL
PULASK COUNTY PERSONNEL POLICY
CORONAVIRUS – TEMPORARY WORK FORCE REDUCTION POLICY**

WHEREAS, The Pulaski County Commissioners and the Pulaski County Council would like to address some possible concerns regarding the Coronavirus (COVID-19) and its impact on governmental activities to ensure a healthy work environment and address concerns over employee benefit/compensation.

WHEREAS, In anticipation that the Pulaski County Health Department may recommend a temporary “work force reduction period” to the Pulaski County Commissioners. The President of the Board of Pulaski County Commissioner may find it to be in the best interest of the employees of the County to reduce the work force to only essential employees for a period of time. If so, the following policy will go into effect. Only essential employees will continue to work form county facilities. *Essential Employees are defined as Sheriff Deputies, 911 dispatchers, Jailers, Jail Kitchen Staff, EMS workers, EMA Director, and Health Department officials.* Every other department is considered non-essential for the purpose of this policy. The essential employees will be given protocols to follow to limit the spread of the virus. This could include but is not limited to conducting certain tasks offsite, wearing protective clothing, wearing masks, (if available) or other changes to reduce contact with other employees and the public. These employees will be paid a “hazard pay” hourly increase of five (5) hours for each week or partial week that is worked under the “temporary work force reduction”. The hours will be added to whatever hours were worked by that employee that week even if that includes overtime.

WHEREAS, If the decision is made to enact a “temporary work force reduction period” every non-essential employee will be asked to stay home and will be paid their normal hourly

rate for their regularly scheduled hours (Section 3.2 of policy book) during the “temporary work force reduction period.” The non-essential employees will NOT need to use PTO or comp time during the “temporary work force reduction period”. The “temporary work force reduction period” will be evaluated every week by the President of the Board of Commissioners after seeking input from the Pulaski County Health Department.

WHEREAS, the non-essential employees that are asked to stay home under this policy will be considered to be “paid on call” under the Fair Labor Standards Act (FLSA). This means that the employee must come to work when necessary, and that the employee must remain in close enough proximity to the work location so they may respond to a call to work within a reasonable period of time. In plain terms, this is not paid vacation and employees should not travel more than a couple hours away during normal work hours. The issue of calling in non-essential employees to perform necessary tasks is left to the discretion of the elected officials/department heads. The elected officials/department heads should have the goal of performing required necessary tasks of their department while minimizing the interaction of employees, if possible, and the use of protective protocols as recommended by the Pulaski County Health Department.

WHEREAS, it is recognized that part-time employees are dependent on the pay they receive from their employment with the County. Part-time employees have large variations in the number of hours they work. Therefore, all part time employees will be paid each pay period for the same number of hours they averaged over the previous four pay periods. (If an employee was out due to illness or some other reason that would cause their hour-average to be unrepresentative of their normal schedule then they may file a Problem Resolution Form Q to

have their situation considered by the Commissioners and County Council.) Seasonal employees should be treated the same as part-time employees under this policy.

All of which is Agreed this ____ day of March, 2020.

Pulaski County Commissioners

Pulaski County Council

Kenneth Becker, President

Kenneth Boswell, President

Jerome C. Locke

Jerry “Jay Sullivan

John “Mike” McClure

Michael Tiede

Scott Hinkle

Rudy DeSabatine

Brian Young

Kathleen Thompson