



# Mendocino County

## Legislation Text

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File #: 20-0305, Version: 1

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**To: Board of Supervisors**

**From:** Human Resources

**Meeting Date:** April 7, 2020

**Department Contact:** William Schurtz

**Phone:** 707.234.6600

**Department Contact:** Cherie Johnson

**Phone:** 707.234.6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Adoption of Temporary Policy Related to the COVID-19 Pandemic as Follows: COVID-19 Temporary Policy - Telework Guidelines

**Recommended Action/Motion:**

Adopt temporary policy related to the COVID-19 Pandemic as follows: COVID-19 Temporary Policy - Telework Guidelines.

**Previous Board/Board Committee Actions:**

None

**Summary of Request:**

Human Resources in charged, in part, with the development and implementation of new policies and programs that address the needs of the County and provide guidelines, consistency and compliance with any related regulations.

In light of the COVID-19 Coronavirus Pandemic the County has taken swift action to provide avenues for continued work in conjunction with Shelter in Place orders including social distancing and determining essential job functions/personnel. To that end, you have before you a temporary policy as follows: COVID-19 Temporary Policy - Telework Guidelines, instituted by the County on March 16, 2020, to address telework; the County has no permanent telework policy or program, this temporary policy will provide guidelines and consistency during this COVID-19 Emergency. This temporary policy will end upon the conclusion of the County declared COVID-19 Emergency.

**Alternative Action/Motion:**

Do not adopt and direct staff.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** N/A

**current f/y cost:** N/A

**annual recurring cost:** N/A

**budget clarification:** N/A

**budgeted in current f/y:** N/A

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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**Executed By:** Lindsey Dunham, Deputy Clerk I

**Date:** April 7, 2020

**Final Status:****Adopted**

