

Hendricks County Guidelines Pertaining to Executive Order 20-08 **“Directive for Hoosiers to Stay at Home”**

Based on the Governor’s Order 20-08, issued March 23, 2020, with an effective date of midnight, March 24, 2020, the Hendricks County Commissioners developed and implemented guidelines for the Hendricks County employees, consistent with the Governor’s Order.

Unfortunately, there has been some confusion and misunderstanding regarding the Governor’s Order by the general public. The Order is a “Stay at Home” order and is not a “Closing” Order for State Government or any other governmental entity. State buildings are closed to the public, but State workers remain either in the buildings or working from home to provide “Minimum basic operations”. The Order allows each “executive head” of State Government to “require all personnel, unless the employee’s physical presence is required to perform an essential function, to work remotely via telework.”

The Order specifies and defines “essential government functions”, that are exempt from the Order, but allows local governments to define “essential government functions” on their own.

Consistent with the operations of State Government and the Order, the Hendricks County Commissioners have defined the Courts, Court Personnel, Law Enforcement, Corrections, and Public Health as “essential government functions”. Additionally, each Elected Official and Department Head has been defined as an “essential employee”.

Similar to the State deferring to each “executive head”, the Commissioners defer to each Elected Official and Department Head to determine the essential functions and employees for their offices and if those functions and employees can be performed remotely. Employees should be encouraged to stay home and work from home whenever possible. If employees are unable to work remotely, they may stay home in an “on call” status, subject to being called into work.

The Commissioners recognize that having some employees on call at home and having some employees working in the field or in buildings may be viewed as unfair or less than equitable. We understand the perception, but it is unfortunately unavoidable in order to meet “minimum basic operations” for the County, especially when operations are ever changing on a daily basis.

All employees will receive their full pay, full benefits will remain in effect, and PTO will continue to accrue at the stipulated rate during this period. For those working at home and on call at home, a daily form should be completed through the time and attendance system reflecting your normal work schedule.

The previously outlined “Hendricks County COVID-19 (Coronavirus) Employee and Operations Policy” remains in effect and employee have access to the Public Employee Health Leave bank should they not be able to work for the enumerated reasons.

Elected Officials are encouraged to meet “essential government functions” with a minimal number of staff in the building and to allow others to remain home. Different hours, shifts, and rotation of employees is encouraged to meet this goal.

This policy will remain in effect until further notice and/or the conclusion of a Joint Commissioners and Council Meeting on April 7, 2020.

Thank you for your continued cooperation and consideration during this challenging period. These guidelines may be updated daily due to the ever-changing environment and the involvement of both the Federal and State government.