

Weber County

COVID-19 Special Protocol Guidance for Designating Employee Positions with Respect to County Required Telecommuting

CURRENT REQUIRED ACTION: Departments should designate **all employees** into one of the following two categories. As these groups are categorized please submit a list to HR by Wednesday, March 18, at noon so that HR can upload it into the system for future use, as needed.

Category I — Mandatory Required On Premises (can be an employee or multiple employees in a function)

Employees and/or functions designated as mandatory requiring employees to be physically located on premises in order to maintain County systems and operations.

Tasks to be completed now

- Identify positions that fit into this category. Examples may include:
 - Public Safety/Emergency Management
 - IT Operations
 - Critical Facility and Utility Management
 - Certain administrative functions required to support County operations, staff and public needs

Category II — Not Required On Premises (will fall into one of the two sub-groups based upon circumstances)

A. Those able to telework: Employees and/or functions where employees are able to work remotely in order to maintain County systems and operations.

Tasks to be completed now

- Identify positions that fit into this category. Examples may include:
 - General office workers, including clerical and administrative support
 - Certain administrative functions
 - Call centers
- Identify work that can be done remotely
- Prepare employees to telework to assure they are prepared for the possibility of teleworking
- Complete COVID-19 Telecommuting Form. Begin testing/piloting teleworking

B. Those unable to telework: Employees and/or functions where employees are unable to telework and for whom there are no alternate work assignments or work available.

Tasks to be completed now

- Identify positions that fit into this category. Examples may include:
 - Select part-time positions
 - Select temporary/seasonal workers
- Check with other department leaders to determine if there is work available elsewhere for these individuals