Temporary Dubois County Work Policy Beginning March 24, 2020.

It is important to note our county employees are our most important asset and we intend to do everything we can to protect their health and livelihood.

To reduce the exposure of county employees to the COVID-19 virus and allow for social distancing, and by the order of the Governor of the State of Indiana, the following work policy will be in place starting March 24, 2020.

All non-essential departments are instructed to close and begin working from home when possible. Department heads will determine any essential functions or employees who need to be in the department/office. Employees will be paid their regular salary whether they are in the office or working at home. We realize that not everyone has the same ability to work at home, but everyone shall be available if called upon to do so to meet the needs of Dubois County. This is not a day off. Employees who are not in the department/office are expected to be at home and available for work.

Department heads will be responsible for determining what work can be done from home.

Essential is defined as the Dubois County Sheriff Department, Community Corrections, Dubois County 911 Communications Center, Health Department, EMA, or other essential department duties as defined by the commissioners. Department heads in these departments may follow the above policy for non-essential personnel.

Employees who need time off for medical or personal reasons still have the county leave policy available to them.

This temporary work policy shall remain in effect until further directive from the Board of Dubois County Commissioners.