



STEUBEN COUNTY BOARD OF COMMISSIONERS

Lynne Liechty
North District

James A. Crowl
Middle District

Ronald L. Smith
South District

March 24, 2020

TO: Department Heads/Elected Officials

FROM: Commissioners

RE: Leave Policy

On March 23rd, the Indiana Governor issued a "Stay at Home" Executive Order effective at 11:59 p.m. on March 24th, with various exemptions and exceptions for "Essential Businesses". Included in the list of exemptions and exceptions that are not subject to the "Stay at Home" Executive Order are "Essential Governmental Functions".

In consideration of above, the Steuben County Commissioners would like to extend to each Department Head/Elected Official the following further guidance.

To reduce the number of employees in offices, beginning Wednesday, March 25, each Department Head/Elected Official should schedule only the minimum necessary number of employees to work in person in their respective offices to perform essential services.

Department Head/Elected Officials may either rotate and/or stagger days or half days among the staff that are required to work in person to provide essential services.

To the extent possible, the Department Heads/Elected Officials should direct employees to work from home (full-pay) if any services are able to be performed at home.

Also, see attached Emergency Sick Leave policy to be effective March 25th.

This is a developing situation and further guidance may be needed.

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