

MINERAL COUNTY BOARD OF COMMISSIONERS

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March 27, 2020

Re: Due to the Coronavirus and Governor Steve Bullock's Directive Implementing Executive Order 2-2020 and 3-2020 providing measures to stay at home and designating certain essential functions.

To All County Employees,

Effective Monday, March 30, 2020 the Courthouse will be closed to the public and doors will be locked. All non-essential employees will be eligible for paid Administrative Leave up to 20 hours per week. Part time employees will be allowed a pro-rated amount of paid leave depending on their normal hours per week. This benefit will start on March 30, 2020 and end April 10, 2020, or until further notice.

The decision to arrange, manage and keep the offices functioning will be determined by the department head. The decision of what hours employees actually work will be at the discretion of the department head.

Mail will continue to be picked up and distributed on a daily basis and department heads will ensure that there is no break in this essential communication with the public.

Departments shall have their voicemail state that: Essential business will be conducted and non-essential business will be deferred. Employees will be checking e-mails and messages often.

This order will NOT affect Essential employees at Mineral County. Those essential departments will run as usual and not experience any break in normal hours. They include: Mineral County Road Department, the Sheriffs office, and the Building maintenance department.

Your department head will be contacting you and arranging your schedule. Also, be mindful that when a person receives Administrative leave, it requires them to be at home and available in case they are suddenly needed at the workplace.

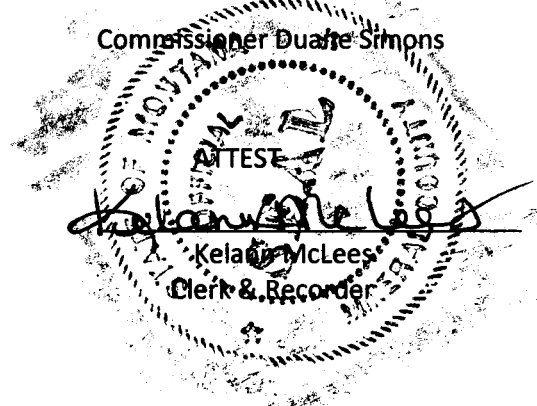
Your department head will be contacting you pending any further changes or information that is provided from the Governor's office.

Sincerely

Commissioner Roman Zylawy, Board Chair

Commissioner Laurie Johnston

Commissioner Duane Simons



Kelley McLees
Clerk & Recorder