

**A RESOLUTION ALLOWING CONDITIONAL  
TEMPORARY REMOTE WORK BY COUNTY EMPLOYEES  
IN THE EVENT OF A COVID-RELATED ABSENCE**

Resolution No. 004 of 2022

**WHEREAS**, the Board of Commissioner for Starke County, Indiana (the “**Board**”), is responsible for the performance of various functions for the Starke County, Indiana (the “**County**”); and

**WHEREAS**, the novel Coronavirus Disease 2019 (“**Covid**”) was declared a Public Health Emergency by Governor Eric J. Holcomb on the March 6, 2020, and a National Emergency by President Donald J. Trump on March 13, 2020; and

**WHEREAS**, due to recent increased community spread, Covid continues to be of concern to the Board, as it continues to impact the health, safety, and welfare of the County’s employees and citizens; and

**WHEREAS**, the Board also recognizes that certain County governmental functions must still take place, in order to ensure the continued effective operation of the County and its services.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioner for the County of Starke, Indiana, that this Resolution Allowing Conditional Temporary Remote Work by County Employees in the Event of a Covid-Related Absence, is hereby adopted as follows:

**Section I.**  
Implementation

**1. County Required Remote Work:**

Employees may be **required** by their Department Head to work remotely due to a County-wide closure such as a health pandemic or Office/Department quarantine. Temporary remote plans should be made by the applicable Department Head well in advance of emergency situations. Remote work plans must specify work hour expectations, assignment and timeline completion of specific job duties, and essential equipment needs, including hardware, software, telephone, and data lines.

(A) Should any Department Head require remote work, the Department Head shall be responsible for verifying that the designated employee has the appropriate equipment to complete the remote work.

**2. Employee Requested Remote Work:**

Employees who **request** to work remotely, due to testing positive for Covid, or displaying symptoms related to a Covid infection, shall be responsible for completing and submitting the **Remote Work Request Form** to their Department Head. The employee and Department Head

will review the request and discuss the job responsibilities to determine if the position is suitable for a remote work assignment, including equipment work duties, scheduling, and equipment requirements.

The Department Head may deny the request or make a recommendation for approval, in his or her sole discretion, taking into consideration scheduling, safety, and department needs, as well as the particular type of work at issue and whether it may be completed remotely. Approval recommendations shall be submitted to the County Commissioners for final review and approval.

- (A) Should an employee request remote work, and their Remote Work Request Form is approved, the employee shall be responsible for ensuring that they have the appropriate equipment to complete the remote work requested.

**3. Remote Work Costs:**

The County will not be responsible for costs associated with the setup of an appropriate work environment in the employee's remote office, nor for repairs or modification to the remote office space.

The Board and County Council may authorize the purchase of equipment needs for each employee on a case-by-case basis. Equipment supplied by the County is to be used for County purposes only and returned to the County following its permitted use. Additional equipment that is required to be purchased for the purpose of working remotely shall be purchased from the applicable department's budget.

**4. Remote Work Confidentiality:**

County employees shall follow the County's Confidentiality policy to ensure information security while working remotely. Violations of the confidentiality policy shall result in disciplinary action up to and including termination.

**5. Remote Work Timekeeping and Salary Administration Requirements:**

In any instance where an employee is granted the ability to work remotely, the employee shall be required to perform County job duties for the scheduled number of hours per pay period. A work log shall be submitted with County timekeeping cards. Exempt and Non-Exempt employees shall only be paid for actual hours worked according to the County's pay policy and salary ordinance.

**6. Remote Work Time Period:**

Pursuant to Section I (2), herein, Department Heads may approve an employee Remote Work Request Form for a period of up to Ten (10) consecutive days. Any absence extending beyond this Ten (10) day allotment must be approved by the Board.

The Board reserve the right to require employees to return to their regular, in-office work at any time.

**Section II.**  
Effective Date

1. This Ordinance shall become effective immediately upon its passage by the Board of Commissioners, and as of the date set forth, below.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONER OF STARKE COUNTY, INDIANA, THIS 18<sup>th</sup> DAY OF JANUARY, 2022.

**THE STARKE COUNTY, INDIANA BOARD OF COMMISSIONERS**

APPROVED:

OPPOSED:



Charles Chesak, President

Charles Chesak, President

Mark Gourley, Commissioner

Mark Gourley, Commissioner



Bryan Cavender, Commissioner

Bryan Cavender, Commissioner

ATTEST:



Rachel Oesterreich, County Auditor