

RESOLUTION 07-20

A RESOLUTION OF THE GOVERNING BODY FOR CONVERSE COUNTY, WYOMING, ESTABLISHING ADDITIONAL POLICIES AND PROCEDURES SPECIFIC TO COUNTY EMPLOYEES IN MANAGING OPERATIONS AND FINANCIAL OBLIGATIONS DURING AND AFTER THE COVID-19 PANDEMIC

WHEREAS, the COVID 19 pandemic has created financial hardships and alterations to the way business is conducted across all sectors of our economy; and

WHEREAS, the COVID-19 pandemic has forced governmental agencies to reevaluate practices and procedures; and

WHEREAS, at a Special Meeting held on March 8th, 2020, the County Commissioners temporarily authorized all County Departments to establish work-from-home policies and rotating “in-office” work schedules to assist in maintaining social distancing and protect the health of County employees and customers; and

WHEREAS, the County Commissioners further temporarily authorized on March 18th, 2020 continued regular monthly salary payment for those County employees working from home and/or rotating “in-office” work schedules; and

WHEREAS, due to the COVID-19 pandemic and the downturn in energy activity, the tax revenues for Converse County and distributions from the State of Wyoming will see significant decreases for the foreseeable future; and

WHEREAS, the federal government, via the “Families First Coronavirus Response Act” (FFCRA) has placed additional burden on employers to track and account for sick time related to COVID-19 illness leave; and

WHEREAS, the accurate and consistent tracking of sick time and vacation time is an essential benefit to County employees; and

WHEREAS, accumulated sick time and vacation time represent a significant financial liability for the County; and

WHEREAS, the final statutory authority for the overall financial wellbeing of the County lies with the County Commissioners.

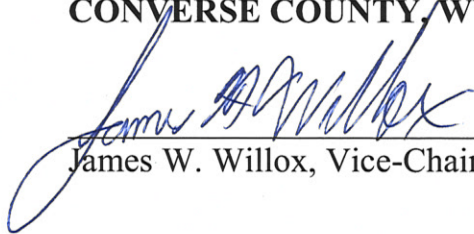
THEREFORE, BE IT RESOLVED by the Converse County Commission that:

1. There shall be an immediate hiring freeze for all county departments applicable to all filled and unfilled positions receiving payroll through the County Clerk’s office. No department shall advertise or offer employment to any person without prior authorization from the Commission.
2. The Converse County Joint Justice Communications Center is specifically exempted from this provision due to the oversight by a separate governmental entity in the Joint Powers Board.

3. The only official leave balance for all county employees shall be centrally located on the County's payroll system. If not already on the system, every Department Head and Elected Official shall submit the sick and vacation leave balance for every employee of as of May 1st, 2020 to the County Clerk's office by May 8th, 2020.
4. Leave additions and subtractions shall be submitted to the County Clerk's office every month by the payroll deadline. Employees may review their balance on each payroll statement and should bring any discrepancy to the immediate attention of his or her supervisor.
5. The County Clerk's office shall not make any additional adjustments to an individual employee leave balance without the approval of the employee's Supervisor. However, on or about January 1st of each year, the County Clerk's office is specifically authorized to automatically reduce individual leave time to the maximum allowed by the adopted applicable policy manual in effect on that date.
6. The work-from-home policies and rotating "in-office" work schedules shall be terminated when the Commission determines by resolution that they are no longer needed.

PASSED, APPROVED, AND ADOPTED this 21st day of April, 2020.

**FOR THE BOARD OF COMMISSIONERS,
CONVERSE COUNTY, WYOMING**



James W. Willox, Vice-Chairman



ATTEST: 
Karen Rimmer, Converse County Clerk