**Guidance on Employees Performing Essential and Non-essential Functions**

While the County’s Shelter-in-Place order is in effect, it only allows employees to come to work for essential function purposes. The departments are responsible for determining essential functions and which employees are needed to fulfill those essential functions and services. See the following guidance on Employees Performing Essential and Non-essential Functions.

**Employees Performing Essential Functions Guidance:**

1. Department Heads determine the essential functions within their department and the employees who would be performing those essential functions.
2. Employees may perform essential work at their normal place of work or they may be placed in an alternate location if needed, or if possible, telework should be considered.
   1. Temporary telework options should be evaluated by the department per the Temporary Telework Guidelines to determine if employees can work from home, with the understanding that telework employee authorizations must be prioritized.
3. Employees performing essential functions can be put on-call if needed. The employee must be provided an on-call schedule specifically designating days and times.

**Employees Performing Non-essential Functions Guidance:**

1. Department Heads determine non-essential functions within their department and the employees who would be performing those non-essential functions. They should follow these three steps:
2. **First**, employees identified as performing non-essential work should be considered to assist in essential functions within the department if possible.
   1. These employees should NOT be reporting to their normal workplace to perform non-essential work. The Shelter-in-Place order is in effect and only allows employees to come to work for essential function purposes.
3. **Next**, determine if non-essential work can and should be performed, AND if the employee can work from home.
   1. Temporary telework options should be evaluated by the department per the Temporary Telework Guidelines to determine if employees can work from home, with the understanding that telework employee authorizations must be prioritized.
   2. Consideration should be given in having employees doing non-essential work from home if it is in the benefit of the County.
4. **Finally**, employees designated to perform non-essential work who would NOT be assisting in essential functions or teleworking, **will be designated as Disaster Service Workers (DSW) by the Department Head**.
   1. Department Heads need to notify the employees as far in advance as possible they are being designated as DSWs.
   2. Department Heads provide the names of the employees to HR to coordinate assignments.
   3. DSWs will be directed to perform duties as assigned, which may not be a normal function of their job.

**What you need to know about being designated a Disaster Service Worker:**

1. Disaster Service Workers (DSW) are needed to perform duties to support the emergency operations of the County. The DSW activities are coordinated through the Emergency Operations Center.
2. Employees designated as DSWs are relieved of their normal job duties for the duration they are DSWs.
3. Employees who are designated as DSWs are required to report to work as assigned, this is not a volunteer situation.
4. Employees who refuse to report to work as a DSW may be subject to disciplinary action up to and including termination.

