



Office of the Board of County Commissioners

Cassia County, Idaho

COURTHOUSE

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April 30, 2020

To: All Cassia County Employees and Elected Officials:

Re: Memorandum on COVID-19 Situation and return to work.

As a Board of Commissioners, we express our gratitude for your service and your example as you serve in your capacity as a County Employee. This is both an interesting and challenging time to be alive and to work with the public. We now have received "**Guidelines for Opening Up Idaho**" which is Governor Little's approach to opening up Idaho's economy.

On Friday, May 1, 2020, Cassia County will, in step with Governor Little and public health guidelines, move back to having each office fully staffed. As we have directed all along, each employee of Cassia County is an essential employee. With this move to support "opening up Idaho" there will be changes to how we conduct business in our County offices and departments.

1. For about the past month, the Board authorized Admin –SHO (stay home order) time to allow for enhanced social distancing, by having some employees stay at home, and being "on-call" if needed at work. Beginning at 12:01 a.m. on Friday, May 1, 2020, Admin-SHO time will no longer be allowed. Employees will return to work, and we will continue to practice physical distancing, use of personal protection, and good sanitation and hygiene efforts as are feasible. Teleworking, with the approval and direction of your elected official or department head, may still be allowed.

2. Those employees that qualify for paid sick leave and/or Family Medical Leave Act leave under The Families First Coronavirus Response Act will have such leave provided as is required by law. The information on such leave is more fully detailed in the March 26, 2020 Memorandum to Cassia County Employees and Elected Officials as specified in paragraphs numbered 5, 6 and 7.

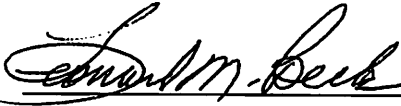
3. Any other use of time off by an employee must be in accordance with the Cassia County Personnel Policy Handbook.

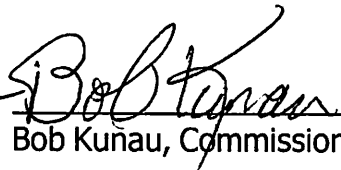
4. Furthermore, caps are hereby reinstated on accruals of compensatory time, vacation time and paid time off (PTO). Those caps will be as existed before and as outlined in the Cassia County Personnel Policy Handbook, or under more stringent department rules if such have been implemented. For employees who have exceeded the 300 hour vacation accrual cap, the Auditor's Office will be in contact with you regarding adjustments to your accrual bank to assist you in not having any loss of accrued time going forward.

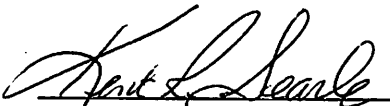
5. Again, we emphasize as we come back to full staffing, a significant reason why we are able to "open up Idaho" is that we Idahoans have been diligent in practicing physical and social distancing and also in practicing good hygiene and sanitation. We need to continue to follow these good practices.

The Board will continue to monitor the COVID-19 situation, as well as the Governor's and public health directives and guidelines. The Board will review its directives as well, on at least a 30 day basis. Thank you again for your good efforts. We look forward to being back to work with each of you.

Board of County Commissioners  
For Cassia County, Idaho

  
Leonard M. Beck, Chair

  
Bob Kunau, Commissioner

  
Kent R. Searle, Commissioner