



Office of the Board of County Commissioners

Cassia County, Idaho

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April 6, 2020

Memorandum, Addendum #2 to Memo March 26, 2020

Re: COVID-19- Accounting for Use of Accrued time on time cards in Cassia County.

Dear County Employees, Department Heads, & Elected Officials:

This memorandum is a second additional memorandum to the Memo that you originally received on March 26, 2020. It is to discuss the management of accrued time on time sheets during the pendency of the Idaho Stay at Home Order. This applies to accrued time already scheduled off prior to the Stay at Home Order of March 25, 2020, and ongoing use, and scheduling, of accrued time through the pendency of the Order.

For employees that utilize Admin-SHO time on their time cards as discussed in the March 26, 2020 Memorandum, they are considered to be "on call," subject to being called into work during their regularly scheduled shift.

If an employee desires to use some of their accrued time, then the employee first discusses this with their department head or elected official to ensure that the employee is not needed at work or "on call." If approved by the department head or elected official, then upon utilizing accrued time, the employee will fill out their time card, indicating use of the appropriate accrued time (i.e., vacation, PTO, or compensatory time).

Board of Commissioners

For Cassia County, Idaho

Handwritten signature of Leonard M. Beck in cursive.
Leonard M. Beck, Chair

Handwritten signature of Bob Kunau in cursive.
Bob Kunau, Commissioner

Handwritten signature of Kent R. Searle in cursive.
Kent R. Searle, Commissioner