



MONTGOMERY
COUNTY NY

COUNTY OF MONTGOMERY

PANDEMIC PLAN

2021

Introduction

Montgomery County has throughout our history, recognized the need to adapt to various events. We are a County familiar with the need to adapt to events. The County has historically adapted to deviations in the environment and with personnel. While the County is always adapting, the need for change are often highlighted during abnormal events or in times of crisis, whether man-made or naturally occurring. County leadership takes pride in continuing the long-standing history of our ability to adapt and bring together its resources to overcome any challenge that we are met with. The County's leaders have been and continue to be driven to ensure the needs of all are met.

During any Public Health Emergency, including but not limited to an outbreak of communicable disease, County Leaders shall adhere closely to federal and state guidance, particularly guidance provided by the Centers for Disease Control and Prevention (CDC) and by the New York State Department of Health (NYSDOH).

Throughout the 2020-2021 global pandemic, Montgomery County's workforce was **stronger than ever**, even when presented with the ever changing mandates, guidance, rules and regulations. The actions of the County's workforce are a testament to the fact that Montgomery County will succeed, pushing forward through every challenge and that we are **always stronger together**. Personnel from all departments and at all levels quickly changed course last year to meet changing demands. From our general workforce, to our volunteers, elected and appointed –every individuals rose to the occasion and played a vital role in the continuation of services. These forces came together as one, showing the strength and conviction of the community and workforce.

This plan has been developed based on the same belief and understanding of the need for adapting to the event. This plan shall represent a base for current and future leaders to develop and change as necessary. Montgomery County will continue to learn, to strengthen, to enhance and most importantly to adapt.

Reference

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 11, 2020. The amendments require public employers to develop a plan for operations in the event of a declared Public Health Emergency involving a communicable disease. It includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment (PPE), and protocols for supporting contact tracing. It was developed to best ensure the safety of employees and aid in the continuity of operations.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the County or the valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Through the collaboration of the Personnel Officers Association the following plan is being presented to Montgomery County Executive, Legislature, leaders, workforce and unions.

Planning Expectations

- *Communication.* Internal and external communication will be critical to success.
- *Flexibility.* Recognize there may not be a one size fits all approach, and flexibility is key.
- *Increased Fiscal Stress.* While the magnitude of a future event is unknown, it is assumed all levels of government and the economy will be under significant fiscal stress. As a result, departments must strategize and plan for the reduction of revenue streams and the potential for staff reductions.
- *Organizational Structure.* Organizational structures and positions may need to be changed to provide proper supervision and oversight in the new environment.
- *Repetitive.* The planning process is not a one-time process. Rather, it is an ongoing process that will be continued as the situation evolves and additional information is learned.
- *Priorities.* There will likely be a constant shift in resource priorities, based on new information.
- *Public Health Guidance.* Public Health guidance will be provided by the local Public Health Official.
- *Workflows.* Reevaluate all workflows to identify new ways of working, new online services, use of new technology to automate processes.

Essential vs. Non-essential

Montgomery County has a diverse workforce made of management, union, non-union, volunteers, interns and other contractual relationships. When confronting events that disrupt normal operations, Montgomery County is committed to ensuring that essential functions will continue even under the most challenging circumstances. While this plan is activated, other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Other strategic practices that may also be considered in the event of a communicable disease outbreak include implementing hiring freezes, job sharing, staggered shifts, variable schedules and the possibility of assigning alternative work duties.

Based on the provisions of NYS legislation S8617B/A10832, an essential employee is defined as needing to be physically present at a work site to perform his or her job and performing work that is necessary for continued operations during a communicable disease outbreak. For the basis of planning for a future pandemic, the positions/roles have been categorized into Priority Levels. Priority Levels are further defined and explained below. It should be noted that priority classifications are subject to change based on need and circumstance. Ultimately, it is the responsibility of all stakeholders to have open lines of direct communication to ensure the health and safety of all parties involved.

P1 – Essential on Site

To be considered “Essential on Site” the employee must be physically present at a work site to perform the main functions of the position. Remote capabilities are minimal or completely unavailable due to the nature of the work. The duties associated with the position must be performed for continued operations during a communicable disease outbreak. This definition does not take into account technical capabilities.

For example, if a person does not have a computer to use at home, they are not automatically considered essential.

P2 – Remote-Capable

Positions in this priority level have been deemed remote-capable positions. Allowing certain staff to work remotely is one effective method to decrease density in the workplace. To be considered remote-capable, the main functions of a position can be performed from an alternate location, generally this would consist of a work-from-home scenario. While most work may be done remotely, it may be necessary for positions in this category to report on-site as directed and determined by their Department Heads/Supervisors.

P3 – Non-Essential

Positions in this priority level have been deemed non-essential positions. To be considered “non-essential” the duties regularly assigned to that position are not necessary for continued operations during a communicable disease outbreak. Non-essential employees and contractors may be able to accomplish their functions remotely and will be enabled to do so to the greatest extent possible. If remote capabilities are not available those duties would be suspended during such time. Positions in this category are likely to be left unfilled if vacated during an event.

A baseline analysis of workforce designation is outlined in Appendix A. The positions listed in Appendix A are solely those which were active positions/roles within Montgomery County, as of 01/31/2021. It must further be understood that the list of positions by departments is fluid and subject to change as adopted by the Montgomery County Legislature. In the event of an outbreak of communicable disease, the County Executive and Department Heads must further analyze the current situation and validate the workforce assigned at that time.

Workforce Scheduling

Implementing staggered shifts, or alternative work hours, may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. When possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Department Heads and Supervisors will be responsible for ensuring appropriate levels of coverage and supervision are maintained at all times. Regardless of changes in start and end times of shifts, Montgomery County will ensure that employees are provided with their typical or contracted minimum work hours per week, as well as appropriate meal breaks.

To ensure consistent application of County policy and assessment of remote work needs telework agreements (ATTACHMENT B) shall be completed to activate alternative working arrangements. Department Heads and Supervisors must carefully review and determine which staff may work remotely. Prior to activation, telework agreements will further be reviewed and approved by the County Executive and Personnel Officer, or their designees.

Information Technology

Montgomery County's Information Technology (IT) Department is responsible for providing the appropriate information technology, support, and protocols to ensure effective and efficient information sharing while minimizing cyber risk consistent with the communicable disease preparedness, response, and recovery needs. The IT Department will establish tailored business emergency communications and information protocols that address differing requirements across all pandemic phases. In the event of an outbreak of communicable disease, the IT Department shall be responsible for:

- Identifying and assessing current and available communication technologies within the County, in the community, and from federal/state agencies.
- Enhancing, procuring, leasing, or sharing necessary communications technologies.
- Ensuring sufficient redundancies in technologies are available and planned.
- Verifying telecommuters have the correct hardware/software and can conduct business using teleconferences, conference calls, or other means.

To enable approved staff to work remotely, Information Technology (IT) staff will review needs and work to quickly equip staff for remote work, which may include:

- Internet capable laptop
- Necessary peripherals
- Access to VPN and/or secure network drives
- Access to software and databases necessary to perform duties
- Telecommunications solution, such as a cellular device or telephone

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting health and safety. For purposes of this plan, PPE includes, but is not limited to all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. PPE shall be readily available and adequate stock levels shall be maintained by designated departments, including the Public Health Department, Public Works, Sheriff's Office, Social Services and Emergency Management Office. PPE shall be kept in secured and environmentally appropriate location(s) to prevent degradation of the supply. In the event of an emergency, Public Works and Emergency Management personnel will conduct a PPE hazard assessment at the time of a new communicable disease to determine appropriate PPE for employees. In addition, they shall work with Department Heads to ensure adequate levels of PPE are maintained according to federal and state guidelines and that proper training is provided.

Workplace Exposures and Positive Cases

General protocols should be regularly followed as per the guidelines and protocols as established in the Montgomery County Employee Guidance and the Montgomery County Exposure Control Plan. As an extension of such guidelines and to reduce the possibility of exposure, precautions will be taken to reduce office density and require those working near others to wear appropriate PPE at all times to limit the potential of transmission. This may include directives to:

- Limit in-person interactions as much as possible
- Disinfect work areas according to current CDC and Public Health protocol

- Require mask wearing or other necessary PPE
- Require daily health screening questions and attestations from employees, visitors and contractors

Potentially exposed employees or contractors who do not have symptoms will be directed by their Department Head or Supervisor to remain at home and following the current protocols as outlined by the Montgomery County Employee Guidance, local health department or as recommended by the CDC. If possible, exposed employees may be permitted to work remotely during this period of time if they are not ill.

Employees and contractors who exhibit symptoms in the workplace will be immediately separated from other employees, customers, and visitors and sent home with a recommendation to contact their primary medical provider. Employees and contractors who exhibit symptoms outside of work should not report to work. Employees and contractors shall notify their direct supervisor or designee and stay home, with a recommendation to contact their physician. Employees shall not return to work until they have met the criteria to discontinue home isolation per CDC and Public Health guidance and have consulted with a healthcare provider.

If a positive case or potential positive case is identified as having been present at the workplace:

- Areas occupied for prolonged periods of time by the subject will be closed off and will be cleaned and disinfected in accordance with CDC and Public Health guidance.
- Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
- Identification of potential exposures will be conducted by the department and reported to the Local Public Health Department as well as the Personnel Department.
- In cases of potential exposure, staff shall cooperate and work closely with Public Health Officials to conduct contact tracing to minimize any further spread.

Confidentiality shall be maintained as required by the Federal and State laws, including but not limited to the Americans with Disabilities Act (ADA).

All CDC and Public Health recommendations, requirements and subsequent actions will be taken in close coordination with local Public Health officials.

Specific protocols will be further developed for workplace exposures and positive cases in the workplace that adhere to recommendations of the Public Health Director and the CDC. Those protocols will be dependent on the nature of the communicable disease.

Cleaning and Disinfecting

CDC and Public Health guidelines will be followed for cleaning and disinfecting surfaces/areas. These may include:

- High traffic and high touch areas will be disinfected frequently.
- Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
- Staff will follow instructions of cleaning products to ensure safe and effective use of the products.
- The County will follow OSHA Hazcom and NYS Right to Know Law when employees are required to use chemicals. Safety Data Sheets (SDS) will be available for employee review prior to usage.

Employee and Contractor Leave

In the event of a Public Health Emergency, Department Heads and Supervisors must work to balance the needs of employees and their families to protect health and safety while maintaining continuity of essential County operations. Department Heads may be instructed to implement additional measures such as remote work options and flexible work arrangements whenever possible.

The County Executive will work with the Personnel Officer to analyze and interpret New York State and Federal Executive Orders to comply with any additional leave requirements issued during a Public Health emergency. If new leave requirements are implemented, notice will be sent to all County employees. The Personnel Department will distribute required labor postings to all departments as well as policy updates.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Montgomery County, and as such are not provided with paid leave time by Montgomery County, unless required by law.

Documentation of Work Hours and Locations

In a Public Health Emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by Montgomery County to support contact tracing efforts within the organization and may be shared with local Public Health officials. Methods to track hours and locations may include:

- Paper sign-in sheets
- Utilizing an electronic timekeeping system
- Daily check-ins with someone designated on staff, which may be combined with daily health screening questions that may be incorporated for employees who have access to the electronic timekeeping system.

Confidentiality shall be maintained as required by the Federal and State laws, including but not limited to the Americans with Disabilities Act (ADA).

Housing for Essential Employees

Montgomery County shall adhere to necessary protocols during all emergency situations, including an outbreak of communicable disease. To ensure employee health and safety and the continuity of the County's essential operations, Montgomery County will adhere to any guidance and protocols to determine a need or circumstances within a Public Health emergency in which it is deemed necessary to have essential employees lodged in such a manner which will help prevent the spread of such communicable disease.

Montgomery County essential employees who require emergency housing in order to further contain the spread of a disease subject to this policy must, with approval of the Department Head, request housing from the Montgomery County Executive's Office. The Executive's Office will work with the Emergency Management Office and Public Health officials to identify an appropriate emergency housing facility, if one exists, and coordinate with the essential employees to facilitate its usage. In the event that an appropriate facility does not exist, the Montgomery County Emergency Management Office will establish an emergency shelter for essential employees in a Montgomery County facility.

APPENDIX A – Workforce Designation

*** Subject to Modification ***

The following is a baseline designation of active positions/roles within Montgomery County, as of 01/31/2021. It must further be understood that although the designations are being adopted, the list of positions by departments as well as designations are fluid and subject to change as positions are adopted by the Montgomery County Legislature and events occur. In the event of an outbreak of communicable disease, The County Executive, Personnel Officer and Department Heads must further analyze the current situation and validate the workforce assigned at that time changes to designations are not subject to further Legislative approval.

Workforce Designation		
1: Essential on-site	2: Remote Capable	3: Non-essential
<p>Must be physically present at a work site to perform the main functions of the position.</p> <p>Remote capabilities are minimal or completely unavailable due to the nature of the work.</p> <p>The duties associated with the position must be performed for continued operations during a communicable disease outbreak.</p>	<p>Most job functions are able to be performed from an alternate location, generally a work-from-home scenario.</p> <p>It may be necessary for positions in this category to report on-site as directed and determined by their Department Heads/Supervisors.</p>	<p>Regularly assigned duties are not necessary for continued operations during a communicable disease outbreak.</p> <p>May be able to accomplish functions remotely and will be enabled to do so to the greatest extent possible.</p> <p>If remote capabilities are not available those duties would be suspended during such time.</p> <p>Positions in this category are likely to be left unfilled if vacated during an event.</p>

Position	Count	Group	Designation
BOARD OF ELECTIONS			
DEPUTY ELECTION COMMISSIONERS	2	NON BARGAINING	2
ELECTION COMMISSIONER	2	NON BARGAINING	2
ELECTION DATA CLERK-PT	2	NON BARGAINING	3
CORONER			
CORONER-PT-1	1	ELECTED OFFICIALS	1
DEPUTY CORONER-1	1	ELECTED OFFICIALS	1
HEAD CORONER-1	1	ELECTED OFFICIALS	1
COUNTY ARCHIVES			
CLERK TYPIST-PT	1	CSEA	3
COUNTY HISTORIAN	1	NON BARGAINING	3
HISTORICAL ARCHIVES ASSISTANT-PT	1	CSEA	3
SENIOR CLERK TYPIST-PT (R)	1	CSEA	3
COUNTY ATTORNEY			
ASSISTANT COUNTY ATTORNEY-PT	1	NON BARGAINING	2
COUNTY ATTORNEY	1	NON BARGAINING	1

COUNTY AUDITOR

COUNTY AUDITOR - PT	1	NON BARGAINING	2
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	2

COUNTY CLERK/DEPARTMENT OF MOTOR VEHICLES

ACCOUNT CLERK TYPIST-PT	1	CSEA	3
ASSISTANT DEPUTY COUNTY CLERK	1	NON BARGAINING	1
COUNTY CLERK	1	ELECTED OFFICIALS	1
DEPUTY COUNTY CLERK	1	NON BARGAINING	1
INDEX/RECORDING CLERK	5	CSEA	3
MOTOR VEHICLE CLERK	4	CSEA	3
MOTOR VEHICLE SUPERVISOR	1	CSEA	1
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	3

COUNTY EXECUTIVE

ACTING COUNTY EXECUTIVE - PT	1	NON BARGAINING	2
BUDGET OFFICER-PT	1	NON BARGAINING	2
COMMUNICATION SPECIALIST	1	NON BARGAINING	2
COUNTY EXECUTIVE	1	ELECTED OFFICIALS	1
DIR LABOR MANAGEMENT RELATIONS PT	1	NON BARGAINING	2
EXECUTIVE SECRETARY TO CNTY EXEC	1	NON BARGAINING	2
MANAGEMENT ASSISTANT PT	1	NON BARGAINING	3

COUNTY LEGISLATURE

CHAIRPERSON OF COUNTY LEGISLATURE	1	ELECTED OFFICIALS	2
CLERK OF THE LEGISLATURE	1	NON BARGAINING	2
COUNTY LEGISLATOR	8	ELECTED OFFICIALS	2
DEPUTY CLERK OF THE LEGISLATURE	1	NON BARGAINING	2

DATA PROCESSING/IT

COMPUTER OPERATOR PT	1	CSEA	2
DATABASE ADMINISTRATOR	1	CSEA	2
DIRECTOR OF DATA PROCESSING	1	NON BARGAINING	2
MICRO-COMPUTER TECHNICIAN	1	CSEA	2
MICRO-COMPUTER TECHNICIAN - PT	1	CSEA	2
NETWORK ENGINEER I	1	CSEA	2
NETWORK TECHNICIAN	1	CSEA	2
PROGRAMMING SUPERVISOR	1	CSEA	2
SENIOR ACCOUNT CLERK TYPIST	1	CSEA	2
SENIOR COMPUTER PROGRAMMER	1	CSEA	2
SR. NETWORK/SYSTEMS ADMINISTRATOR	1	CSEA	2

DISTRICT ATTORNEY			
ASSISTANT DA - CARP	3	NON BARGAINING	2
CLERK TYPIST	1	CSEA	3
CRIMINAL INVESTIGATOR-PT	1	NON BARGAINING	2
DISTRICT ATTORNEY	1	ELECTED OFFICIALS	1
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	3
SECRETARY TO DISTRICT ATTORNEY	1	NON BARGAINING	2
SENIOR CLERK TYPIST	1	CSEA	3

DPW			
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Workforce designations in this department may change based on the season.

COMMISSIONER OF PUBLIC WORKS	1	NON BARGAINING	1
CONFIDENTIAL SECRETARY	1	NON BARGAINING	2
DEPUTY COMMISSIONER OF DPW	1	NON BARGAINING	1
DIRECTOR OF BUILDINGS & GROUNDS	1	NON BARGAINING	1
DIRECTOR OF FINANCIAL MANAGEMENT	1	NON BARGAINING	2
DIRECTOR OF HIGHWAYS & BRIDGES	1	NON BARGAINING	1
DIRECTOR OF PROGRAM DEVELOPMENT	1	CSEA	3
HEAD AUTOMOTIVE MECHANIC	1	CSEA	1
MOTOR EQUIPMENT OPERATOR #1	10	CSEA	1
MOTOR EQUIPMENT OPERATOR #1	1	CSEA	1
MOTOR EQUIPMENT OPERATOR #2	6	CSEA	1
PW STORES HELPER II	1	CSEA	1
PW STORESHELPER 1	1	CSEA	1
SENIOR ACCOUNT CLERK TYPIST	1	CSEA	2
SENIOR AUTOMOTIVE MECHANIC	1	CSEA	1
STRUCTURAL MAINTENANCE HELPER	9	CSEA	1
STRUCTURAL MAINTENANCE SUPERVISOR	1	CSEA	1
STRUCTURAL MAINTENANCE WORKER	7	CSEA	1
SUPERVISING AUTOMOTIVE MECHANIC	1	CSEA	1
WORKING HIGHWAY SUPERVISOR	4	CSEA	1
WORKING SIGN MAINTENANCE SUPV.	1	CSEA	1

DSS			
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ACCOUNT CLERK TYPIST	4	CSEA	2
CASE SUPERVISOR B	5	CSEA	2
CASEWORKER	20	CSEA	2
CASEWORKER-PT	1	CSEA	3
CLERK TYPIST	5	CSEA	2
COMMISSIONER OF SOCIAL SERVICE I	1	NON BARGAINING	1
COMPUTER CONSOLE OPERATOR	2	CSEA	2
CONFIDENTIAL SECRETARY	1	NON BARGAINING	1
COORDINATOR-CHILD SUPPORT ENFRCMNT	1	CSEA	2
DEPUTY COMMISIONER-SOCIAL SERVICES	1	NON BARGAINING	2

DEPUTY COMMISSIONER - FISCAL OPER	1	NON BARGAINING	2
FINANCIAL RESOURCE RECOVERY COORD	1	CSEA	2
FRAUD INVESTIGATOR PT	3	CSEA	3
HEAD SOCIAL WELFARE EXAMINER	2	CSEA	1
HOMEMAKER	1	CSEA	3
JOB TRAINING DEVELOPER	1	CSEA	3
LONG TERM CARE COORDINATOR	1	CSEA	3
MOTOR VEHICLE OPERATOR	1	CSEA	3
NETWORK ENGINEER I	1	CSEA	2
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	2
PRINCIPAL SOCIAL WELFARE EXAMINER	3	CSEA	1
RECEPTIONIST	1	CSEA	3
REGISTERED PROFESSIONAL NURSE	2	CSEA	1
REIMBURSEMENT SPECIALIST	1	NON BARGAINING	2
SECURITY OFFICER-PT	2	CSEA	3
SENIOR ACCOUNT CLERK TYPIST	1	CSEA	2
SENIOR CASEWORKER	5	CSEA	2
SENIOR CLERK TYPIST	3	CSEA	2
SENIOR SOCIAL WELFARE EXAMINER	3	CSEA	1
SENIOR SUPPORT INVESTIGATOR	1	CSEA	2
SOCIAL SERVICES ATTORNEY-1ST-PT	1	NON BARGAINING	2
SOCIAL SERVICES ATTORNEY-3RD-PT	1	NON BARGAINING	2
SOCIAL SERVICES INVEST COORD PT	1	CSEA	3
SOCIAL WELFARE EXAMINER	21	CSEA	1
STAFF DEVELOPMENT COORDINATOR	1	CSEA	2
SUPPORT INVESTIGATOR	3	CSEA	2
WELFARE EMPLOYMENT REPRESENT	4	CSEA	3
ECONOMIC OPPORTUNITY & DEVELOPMENT			
ECONOMIC DEVELOPMENT SPECIALIST	1	NON BARGAINING	2
ECONOMIC DEVELOPMENT SPECIALIST FIN	1	NON BARGAINING	2
ECONOMIC OPPORTUNITY & DEV DIRECTOR	1	NON BARGAINING	1
GRANT ASSISTANT	1	CSEA	3
SENIOR PLANNER(GIS)	1	CSEA	3
STAFF ASSISTANT	1	CSEA	3
EMERGENCY PREPAREDNESS			
ACCOUNT CLERK TYPIST-PT	1	CSEA	3
COUNTY FIRE COORDINATOR-PT	1	NON BARGAINING	1
DEPUTY EMERGENCY MANAGEMENT DIR.PT	1	NON BARGAINING	1
DEPUTY FIRE COORDINATOR - PT-HAZMAT	1	NON BARGAINING	1
DEPUTY FIRE COORDINATOR-PT-TRAINING	1	NON BARGAINING	1
EMERGENCY MANAGEMENT DIRECTOR-PT	1	NON BARGAINING	1
EMERGENCY SERVICES CHAPLAIN-PT	1	NON BARGAINING	1

EMERGENCY SVCS EMS COORDINATOR	1	NON BARGAINING	1
PERSONNEL			
DEPUTY PERSONNEL OFFICER - PT	1	NON BARGAINING	2
HR BENEFIT SPECIALIST	1	NON BARGAINING	1
HUMAN RESOURCE CLERK	1	NON BARGAINING	2
HUMAN RESOURCE FINANCIAL SPECIALIST	1	NON BARGAINING	1
PERSONNEL ASSISTANT	1	NON BARGAINING	2
PERSONNEL ASSOCIATE	1	NON BARGAINING	1
PERSONNEL OFFICER/SELF INSURANCE DIR	1	NON BARGAINING	1
PRINTING			
SENIOR PRINTER COMPOSER	1	CSEA	3
PROBATION			
COMMUNITY SERVICES PROGRAM COORD	1	CSEA	2
PRINCIPAL ACCOUNT CLERK TYPIST	2	CSEA	2
PROBATION DIRECTOR II	1	NON BARGAINING	1
PROBATION OFFICER	5	CSEA	2
PROBATION OFFICER PT	1	CSEA	2
PROBATION SUPERVISOR	2	CSEA	2
SENIOR PROBATION OFFICER	1	CSEA	2
WORK PROJECT SUPERVISOR	1	CSEA	2
PUBLIC DEFENDER			
1ST ASSISTANT PUBLIC DEFENDER-PT	1	NON BARGAINING	2
ASSISTANT PUBLIC DEFENDER - FT	1	NON BARGAINING	2
ASSISTANT PUBLIC DEFENDER-PT	1	NON BARGAINING	2
ASSISTNT PUBLIC DEFENDER FAM CRT-PT	1	NON BARGAINING	2
ASST PUB DEFENDER - PT - ILS GRANT	1	NON BARGAINING	2
ASST PUB DEFENDER - PT - UQI GRANT	2	NON BARGAINING	2
ASST PUB DEFENDER PT - GRANT CAFA	3	NON BARGAINING	2
ASST. PUBLIC DEFENDER (ILS)	1	NON BARGAINING	2
CLERK TYPIST	1	CSEA	3
CONFIDENTIAL SECRETARY - PUBLIC DEF	1	NON BARGAINING	2
DATA OFFICER - PT	1	NON BARGAINING	3
PUBLIC DEFENDER-PT	1	NON BARGAINING	1
SENIOR CLERK TYPIST	1	CSEA	3
PUBLIC HEALTH			
ASSISTANT DIRECTOR OF PUBLIC HEALTH	1	NON BARGAINING	1
BUSINESS MANAGER	1	CSEA	1
CHILDREN WITH SPECIAL NEEDS COORD	1	NON BARGAINING	1
COMMUNITY HEALTH WORKER	1	CSEA	1

COORD CHILDREN'S SERVICES PRG SPEC	3	CSEA	1
LICENSED PRACTICAL NURSE	1	CSEA	1
MEDICAL DIRECTOR-PUBLIC HLTH-PT	1	NON BARGAINING	1
NURSE COORDINATOR	1	CSEA	1
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	1
PUBLIC HEALTH DIRECTOR	1	NON BARGAINING	1
PUBLIC HEALTH PROGRAM COORDINATOR	1	CSEA	1
SENIOR ACCOUNT CLERK TYPIST	2	CSEA	1
PURCHASING			
PURCHASING AGENT	1	NON BARGAINING	2
REAL PROPERTY TAX SERVICE AGENCY			
DIRECTOR OF REAL PROPERTY TAX	1	NON BARGAINING	2
INFORMATION SPECIALIST - PT	1	CSEA	3
REAL PROPERTY INFORMATION SPEC	1	CSEA	3
SENIOR TAX MAP TECHNICIAN	1	CSEA	3
SEWER			
MAINTENANCE MECHANIC MCSSD #1	2	NON BARGAINING	1
SUPERINTENDENT	1	NON BARGAINING	1
WASTEWATER TREATMENT PLANT OPERATOR	1	NON BARGAINING	1
SHERIFF			
ACCOUNT CLERK TYPIST	1	CSEA	2
CHIEF CIVIL ACCOUNT COORDINATOR	1	CSEA	2
CONFIDENTIAL SECRETARY (SHERIFF)	1	NON BARGAINING	2
DEPUTY SHERIFF 12	13	PBA	1
DEPUTY SHERIFF 8	4	PBA	1
DEPUTY SHERIFF LIEUTENANT	1	PBA	1
DEPUTY SHERIFF PT-NC	4	PBA	1
DEPUTY SHERIFF-1ST YR 12	3	PBA	1
DEPUTY SHERIFF-INVESTIGATOR	2	PBA	1
DEPUTY SHERIFF-PT	4	PBA	1
DEPUTY SHERIFF-SERGEANT	5	PBA	1
DISPATCHER	5	CSEA	1
DISPATCHER 12	4	CSEA	1
DISPATCHER-PT	5	CSEA	1
DISPATCHER-PT-NEW *****	2	CSEA	1
DISPATCHER-PT-TRAINED	4	CSEA	1
NETWORK/SYSTEMS ADMINISTRATOR	1	CSEA	2
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	2
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	2
SHERIFF	1	ELECTED OFFICIALS	1

TECHNICAL COMUNICATIONS COORDINATOR	1	CSEA	1
UNDERSHERIFF	1	NON BARGAINING	1
JAIL			
ACCOUNT CLERK TYPIST-PT	1	CSEA	2
COOK	2	CSEA	1
CORRECTION CORPORAL	7	TEAMSTERS	1
CORRECTION FACILITY NURSE	2	CSEA	1
CORRECTION LIEUTENANT	1	TEAMSTERS	1
CORRECTION OFFICER	36	TEAMSTERS	1
CORRECTION OFFICER-1ST YEAR	6	TEAMSTERS	1
CORRECTION OFFICER-PT	7	TEAMSTERS	1
CORRECTION SERGEANT	3	TEAMSTERS	1
CORRECTIONS ADMINISTRATOR	1	NON-BARGAINING	1
HEAD COOK (JAIL)	1	CSEA	1
LICENSED PRACTICAL NURSE - PT	2	CSEA	1
RPN-PT	2	CSEA	1
STOP DWI			
DWI COORDINATOR	1	NON BARGAINING	3
SR ACCOUNT CLERK TYPIST-STOP DWI	1	NON BARGAINING	3
TREASURER			
COUNTY TREASURER	1	ELECTED OFFICIALS	2
DEPUTY COUNTY TREASURER	1	NON BARGAINING	2
FISCAL TECHNICIAN	2	CSEA	2
PRINCIPAL ACCOUNT CLERK TYPIST	1	CSEA	3
SENIOR ACCOUNT CLERK TYPIST	1	CSEA	3
WEIGHTS & MEASURES			
DIRECTOR OF WEIGHTS AND MEASURES A	1	NON BARGAINING	1
YOUTH BUREAU PROGRAM			
DIRECTOR OF VETERANS SERVICES-PT	1	NON BARGAINING	2
EXEC DIR. YOUTH.ATI & VETERANS SVCS	1	NON BARGAINING	3
MAIL/MATERIAL SPECIALIST	1	CSEA	1
MOTOR VEHICLE OPERATOR-PT	5	CSEA	1
SENIOR CLERK TYPIST-PT (R)	2	CSEA	3

Detailed job specifications are available [by contacting Montgomery County Personnel at 5188538368 or nyaggle@co.montgomery.ny.us](#)

**MONTGOMERY COUNTY
TELECOMMUTING DUE TO PUBLIC HEALTH EMERGENCY POLICY**

***** This POLICY shall be reviewed and may be adapted as necessary to specify and outline the needs surrounding the outbreak of Communicable Disease, prior to its implementation. *****

As of (MM/DD/YYYY), a State of Emergency was declared in Montgomery County in response to an outbreak of Communicable Disease. As of this date, County services will remain operational, and employees are expected to continue with their job duties and responsibilities as directed. The following guidelines will be reviewed periodically and may evolve to ensure the health and safety of Montgomery County's workforce. These guidelines apply to all employees. These are temporary and only in effect during the NYS and/or County State of Emergency, or unless otherwise extended by the County.

Purpose and Intent

Montgomery County employees will still continue to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible due to the impacts of the Public Health emergency, and job duties and technology allow, employees will be able to work remotely.

Telecommuting is a temporary arrangement necessitated by the Public Health emergency policy. Telecommuting may be appropriate for some employees and/or jobs but not necessarily for all staff, and this determination will be made exclusively by Montgomery County. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with the County. Any telecommuting assignment will be evaluated as frequently as the Department Head/County believes is necessary and may be discontinued at any time.

This guide outlines key considerations, best practices, and guidance specific to employee compensation, and telecommuting, including information that may be different from traditional "Work from Home" arrangements available in some County Departments.

Hours Worked & Compensation

All employees who work when the County is open, either remotely or on-site, shall be paid for hours worked at their regular hourly rate of pay. Overtime and comp time accruals must be approved in advance by the employee's supervisor or Department Head.

Guidelines

The following outlines situations that telecommuting may be authorized, assuming the employee is healthy and able to perform duties:

- Employee is healthy, but a dependent has symptoms or has been diagnosed by (*Specify authorized health official or agency*) with (*Specify Communicable Disease*).
- Employee is healthy, but placed under quarantine by their health care provider or Health Department.
- Employee is at a higher risk for contracting (*Specify Communicable Disease*) as defined by the CDC.
- Employee has recently traveled to a high-risk area, as defined by the CDC or may have some other exposure to (*Communicable Disease*).

- At the discretion of the Department Head, and with final approval from the County Executive and Personnel Officer, additional department and/or employee requests for telecommuting will be considered based on county needs in relation to (*Specify Communicable Disease*).

All requests and considerations for telecommuting will be at the discretion of the Department Head in accordance with County Policy and with final approval made by the County Executive and Personnel Officer. The business of the County will take precedence over telecommuting work days. Employees may, at the discretion of their immediate supervisor or Department Head, be called to work at their centrally located worksite on their regular telecommuting workday, to meet workload or operational requirements.

Supervisor's must identify and clearly outline to an employee a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

Telecommuting arrangement may be discontinued, at any time, by the County or at the request of the employee.

Priorities & Essential Work

The employee and supervisor will evaluate the responsibilities and priorities of the position, considering customer/collaborator impact and feasibility of completing some or all duties remotely. It is likely that many employees either will not have enough work available remotely to fill their regular work day, or will have demands on their time, for example child care, that will make it impossible to work their full work day. In such cases, the employee should submit regular work hours for time actually worked and utilize other leave credit for the remaining hours, or request paid sick leave if employee meets eligibility requirements.

Technology

At a minimum, an employee may need a computer, internet, and phone access to work remotely. The County issued or personal desktop or laptop computer. The County's Information Technology (IT) Department will not provide technical support for personal devices, other than support needed to set up remote access.

Equipment and/or service that the County provides to the employee is County property and may be recovered or discontinued at any time and at the sole discretion of Montgomery County. Employees are required to adhere to all Montgomery County Information Technology policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all equipment and/or service used for remotes access in a safe location and avoid any misuse. No one other than the County employee is allowed to access County documents or utilize County equipment.

Employees are responsible for following all County practices and policies to maintain security and protect confidentiality. While working remotely an internet connection may be required and the equipment being used must have (*software as deemed applicable by the IT Department*) installed. A virtual desktop infrastructure (VDI) may be available to allow users secure remote access to applications and data. To ensure the integrity and confidentiality of data, County applications and data should never be downloaded to a personal device, and is strictly forbidden. If personal devices are being used to access a VDI session, users should contact the IT department for assistance installing the software.

The County will not reimburse for internet or phone expenses incurred, or any damages experienced to personal devices. An employee may need to roll phone calls forward from their work phones to either a home phone or cell phone. IT will provide guidance on how to forward incoming calls. Provisions may be available to allow audio files of voice mail to be received via email.

Home Environment

Supervisors and employees must consider whether the home environment is conducive to remote work. Factors include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Expectations should be set with other household members regarding interactions and availability.

To ensure an employee's performance does not suffer in remote work arrangements, the County requires employees to:

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules
- Be accessible to Montgomery County personnel by phone and/or email during work hours
- Maintain strict confidentiality of County and/or client information
- Employees working remotely must adhere to all County policies and procedures as if working from their regular office setting
- Employees must adhere to County Policy on Alcohol and Substance abuse.

**MONTGOMERY COUNTY
EMPLOYEE TELECOMMUTING AGREEMENT**

(Departments: Retain a Copy)

Employee Name: _____ Phone (home/work): _____

Department: _____ Position Title: _____

Telecommuting Start Date: _____ Telecommuting End Date: _____

Reason for Telecommuting _____

Eligibility for Telecommunicating

Employee has satisfactory work performance in last 12 month period YES NO

(Employee evaluations and disciplinary action to be considered)

Employed in title with Montgomery County for a duration of 12 months YES NO

A temporary Telecommuting Agreement is hereby established between Montgomery County and the above mentioned employee. The purpose of this agreement is to clarify the terms and conditions under which the employee will be allowed to participate in this work arrangement as described below.

Telecommuting Location (address): _____

Telecommuting Contact Number(s): _____

Telecommuting Schedule: Number of days: Per week _____ Per month _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours						
Meal Period *						
Location**						

*Must include a minimum of 30 minutes per meal period for any employee working a shift of more than six hours per NYSDOL.

**Location should be denoted using "T" for telecommuting or "D" for designated County Worksite.

Specify all assigned tasks/projects (include deadline, if applicable). Additional tasks/projects may be assigned as needed:

Expectations & Performance Requirements:

County Equipment (Include Serial & Asset No, as applicable):

It is expressly understood and agreed that this work arrangement does not create or define the terms of any contract of employment, whether expressed or implied.

Terms of Arrangement:

This telecommuting arrangement shall be in effect for a maximum of 60 days. Continuation and renewal of said agreement will be evaluated at the end of the stated agreement period and must be resubmitted for approval to the County Executive and Personnel Officer.

- Employee obligations, duties, responsibilities, terms and conditions of employment shall remain unchanged.
- The employee shall perform all job duties at a satisfactory performance level or above.
- The employee must comply with County and departmental policies and procedures while working a telecommuting schedule.
- The employee will maintain confidentiality and adhere to all required County, Federal, State and Local Privacy Laws.
- The employee will maintain the agreed-upon work schedule and be accessible via phone and email during the telecommuting scheduled hours.
- The employee will participate in routine work performance evaluations as required.
- The employee shall not conduct any unauthorized external (non-County) work during the telecommuting schedule.
- The employee will maintain an ergonomically appropriate home office environment.
- Any non-compliance with these terms by the employee may result in modification or termination of the telecommuting arrangement at any time.

Hours of Work & Compensation: The employee agrees to be responsible for maintaining the agreed upon hours of work and is required to keep a detailed record of hours worked on the employee's timesheet and other specified documentation as required. Employee pay rates and accrual of leave time benefits remain unchanged and in accordance with the terms of this agreement the employee will be compensated for all hours during which work is performed. Employees must get advance authorization for any hours worked outside of or beyond the normal work schedule. Employees are required to take breaks appropriately in accordance with NYS Labor Laws and applicable collective bargaining agreements. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the telecommuting location shall be the employee's responsibility.

Liability: Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by NYS Workers' Compensation Law. The employee must report any such work-related injuries to their supervisor or Department Head immediately. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Montgomery County is not responsible for any loss, damage, destruction to property or for any injury or loss to third person at the approved telecommuting site.

Confidentiality & Non-Disclosure: During the course of their employment with Montgomery County, the aforementioned employee has gained knowledge of and/or access to confidential and proprietary information. By the execution of this agreement, the employee understands that they are expressly prohibited from using any such information for personal gain or profit. The employee understands that confidential information, systems, or data and all items made or compiled by the employee or made available to the employee during any period of employment shall be and remain exclusive property of the County. Upon separation of employment with the County, the employee shall immediately return any such property to the County and no copies thereof may be kept by the employee.

Agreement Acknowledgement:

I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by all terms and conditions within this agreement and the County policy. I understand it is my responsibility to make the telecommuting arrangement a success and that failure to adhere to the provisions set forth may have adverse effects on my employment, and may result in disciplinary actions, including but not limited to immediate termination of the opportunity to participate in the telecommuting arrangement.

Employee Signature: _____

Date: _____

Department Head Signature: _____

Date: _____

Personnel Officer Signature: _____

Date: _____

County Executive Signature: _____

Date: _____