

MORRIS COUNTY
COVID-19 Work Schedules

Effective immediately **Temporary Alternative Work Week Options** will be extended in hopes of best facilitating the needs of our valued employees while still meeting the business needs of the County and those we all serve. In the event that you have employees within your respective areas that would like to avail themselves of these options noted below, please submit a detailed plan for your department/agency for my approval.

These Temporary Options are:

▪ **Work Schedule Change**

Employees may be provided the option to temporarily modify their start and end times for the workday, as well as, modify their work week to potentially include weekends that are approved by their respective Director and included in the plan submitted and approved by this Office.

▪ **Modified Work Day**

If employees, as a result of school closings, have to care for their child and can do a portion of their job remotely, they may be compensated for the hours worked at home that have been approved by their Director and included in the plan submitted and approved by this Office. The balance of time employees will have to utilize personal benefit time.

▪ **Work Related Absence**

If an employee should contract the COVID-19 Illness or be required to be quarantined as a result of their Morris County employment job responsibilities, they will not have to use personal benefit time. If an employee falls into this category, they must contact the Office of Risk Management.

As we receive COVID-19 updates we may amend this directive. Please note that these Temporary Work Week Options will be implemented on a **trial basis** and can be rescinded upon further notification.