

Sam Page
County Executive



Tod A. Martin
Director of Administration

Susan M. Daniels
Director of Personnel

March 16, 2020

Civil Service Commission
Nadine Nunn, Chairperson
Charles Nicastro, Member

Dear Members of the Civil Service Commission:

Pursuant to Executive Order No. 12, signed this afternoon by County Executive Page, please accept the attached document, entitled Employee Compensation and Benefits During State of Emergency, as a necessary policy to achieve the goals and directives as set forth in that Executive Order No. 12. The attached document addresses various situations for employees, what work will be required during each situation and how the employee will be compensated. I ask the Commission to approve this policy.

Further, I request that the Commission authorize an appointing authority's discretion to assign employees duties other than those appropriate to the classification of the position to which the employee is normally assigned. This permission will benefit the County, especially if an employee is working from home and cannot perform the regularly-assigned duties.

I further request that the Commission approve an order, to be issued by me, to require employees who have engaged in any travel outside of the St. Louis area to obtain approval by the Director of the Department of Public Health before returning to work. While awaiting permission to return to work, the employees may work from home, if possible, and otherwise stay away from the workplace until approved for return. Employees shall maintain necessary communication with his or her supervisor and shall perform work as assigned, unless the employee is in isolation due to COVID-19 illness.

Accordingly, I request approval and confirmation of: the policy set forth in the document entitled Employee Compensation and Benefits During State of Emergency; an appointing authority's discretion to assign employees duties other than those appropriate to the classification of the position to which the employee is normally assigned; and, to require employees who have traveled outside of the St. Louis area to receive permission from the Director of the Department of Public Health and while awaiting such permission to work from home, if possible, and otherwise stay away from the workplace as set forth in this letter.

I further request that the Civil Service Commission authorize me to promulgate such rules, orders, policies, guidance documents, and amendments thereto, as may be necessary to comply

with Executive Order No. 12 and any other Executive Orders issued during this COVID-19-related State of Emergency. Any new or amended rules, orders, policies, guidance documents, and amendments thereto, issued will be reported to the Civil Service Commission at the next meeting following the issuance or amendment.

Sincerely,

A handwritten signature in blue ink that reads "Susan Daniels". The signature is written in a cursive style with a large, looping "S" at the beginning and a long, sweeping tail that ends in a small loop.

Susan Daniels
Personnel Director