



MEMO

DATE: November 21, 2018

TO: All County Employees

FROM: Tami Douglas-Schatz, HR Director

SUBJECT: Clarification of Pay Issues, Leave, and Access During A Strike

This memorandum provides clarification and direction regarding payroll, leave and access for those employees who choose to participate in the strike. Those employees who have been identified as essential to public health and safety, and therefore are unable to strike, will be notified. For all other employees, please read the following guidelines:

Pay During a Strike:

Please be advised that the County will not pay for time spent away from work to participate in the strike or any other concerted activities (such as sickouts). Because time is unpaid, employees will not accrue pension service credits, vacation, or sick leave.

County employees will not be paid for any unexcused absences. Employees who are genuinely unable to come to work due to their own illness or incapacity or the illness or incapacity of a member of the employee's immediate family may use sick or annual leave time. In this situation, the employee must provide a valid doctor's note that is fully completed and signed by an authorized medical provider. This requirement will remain in effect until rescinded by the Human Resources Director.

Leave During a Strike:

Departments have been instructed to not approve new requests for vacation leave in early December until further notice. If vacation leave has already been authorized, it is subject to review by your Department Head and may be rescinded.

Medical, Military, Work Comp, Jury Duty, Intermittent Leave: These types of leave that were approved prior to the notice of strike will continue to be honored during the protected concerted action or strike.

Access: Employees who choose to participate in the strike are **PROHIBITED** from entering county offices/locations that are not open to the public, and from utilizing county equipment, systems, vehicles, or supplies. This includes accessing or utilizing individual email accounts. Any employee who participates in the strike and who violates the above will be subject to discipline.