

Disaster Service Worker

As of March 19, 2020 at 5:01 PM you are a Disaster Service Worker. This is a very important role and your contribution to the community is highly valued. The Covid-19 situation is changing rapidly. It is important that we all remain calm and allow for department leadership to develop and implement plans to complete essential work while protecting your safety.

Am I required to come to work during the Mandatory Isolation order?

The County is required to continue to provide certain services during the Mandatory Isolation Order or other types of emergencies. Your department will inform you if you are an essential worker required to report to your normal work location.

Additionally, as a public servant, you are a Disaster Service Worker (DSW) and may be required to work during a disaster which includes working at emergency response facilities. As a DSW, you may be assigned to locations and duties outside of your normal job responsibilities. This requirement is governed by both State and County law.

Will I get paid during the Mandatory Isolation Order?

You will be paid all benefits and wages during the Mandatory Isolation Order for all hours that you are available to work.

If you are working as a DSW, you will need to code your time with a specific payroll code that will be developed and communicated to all Payroll Coordinators.

How will I know if I should go to my normal work location?

Your department will communicate with you regarding a staffing plan.

To assist the County contacting you, please ensure that all your contact information is accurate in the ESS portal (where you complete your timecard).

I can complete my job duties from home. Am I able to telecommute?

If you can complete job duties from home, you will telecommute with the approval of your department head. Please note that non-essential workers may be required to serve as a Disaster Service Worker and may be asked to complete job duties different than their normal duties, and locations different than your normally assigned location.

What should I do if I am unavailable to work during the Mandatory Isolation Order?

Please alert your supervisor as soon as possible if you will not be available to work. You will be able to use your available leave balances during this time, advance sick leave, VTO, LWOP or request catastrophic leave.

It is important to communicate with your supervisor if you know you will be unavailable to work so that an alternate employee can be identified.

Please ensure that your contact information in the ESS portal is up to date and continue to update it if there are changes. This is critical in order to provide you with emergency information.

I will need to be home during the daytime, but would consider working a night shift. Will this be an option?

All emergencies are different, but there is a possibility that 24/7 operations will be necessary at certain facilities. If a nightshift is something you would consider, let your manager know.