

## SECOND ORDER TO JUNEAU COUNTY EMPLOYEES

WHEREAS, the Order to Juneau County Employee issued March 24, 2020 by the Juneau County Board Chairperson expires at the end of work on April 3, 2020; and

WHEREAS, the Juneau County Board of Supervisors proclaimed a public health emergency in Juneau County on March 17, 2020, and enacted the Juneau County, Wisconsin COVID-19 Plan at its March 17, 2020 meeting; and

WHEREAS, under these emergency circumstances, pursuant to the aforesaid documents and in accord with the Code of Ordinances of Juneau County, County Board Chairperson Alan K. Peterson is empowered to exercise supervisory powers over county department heads and employees;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. All employees whose functions are currently deemed to be non-essential (as set forth below) are subject to being furloughed at any time on or after April 4, 2020 in the sound discretion of his or her department head. A furloughed employee may apply for and receive Unemployment Compensation of up to \$370.00 per week, depending upon the amount of current pay, plus an additional \$600.00 per week under the federal CARES Act for the first 8 weeks. The County will continue to pay for health insurance benefits for furloughed employees as it is now, with employees continuing to be responsible for their portion of the premium. Any furloughed employee may be called back to work if circumstances require it. Employees do not receive retirement benefits while they are furloughed. All employees shall be entitled to avoid furlough or reduction in pay by using available sick time, personal time, or vacation time, should they choose to do so, even though they may not actually be sick.
2. Employees whose functions are deemed to be essential include those set forth on the attached addendum entitled Essential Functions, which is incorporated as if fully set forth herein. Some essential employees are

deemed under the law to be Emergency Responders, which includes employees in the Sheriff's Department, Emergency Management, Child Protective Services, Adult Protective Services, DHS crisis services, Public Works Department, Building Maintenance Department, and ADRC meals and transportation services. Essential employees may also include those deemed under the law to be Health Care Providers, which includes communicable disease workers in the Health Department, DHS Behavioral Health Clinic workers, and Medical Examiner's office workers. Emergency Responders and Health Care Providers are exempt from coverage under the recently-passed Emergency Paid Sick Leave Act ("EPSLA") and Emergency Family and Medical Leave Expansion Act ("EFMLEA"), whereas the provisions of those federal laws do apply to all other county employees.

3. The Department Head for each department shall determine in his or her sound discretion which employees are necessary to the functioning of the department at this time. Department Heads shall further determine both the allocation of department personnel to fulfill essential services and whether they shall work from home or elsewhere.
4. Non-essential employees may be called in, if necessary, to fill essential roles as determined by the Department Head(s) or the Personnel Department. Non-essential employees who are not furlough or are called back in may be utilized outside their regular department or job function to fulfill essential duties.
5. Employees with questions about whether they qualify for coverage under the long-standing Family and Medical Leave Act ("FMLA"), under EPSLA, or EFMLEA should consult with the Human Resources Director. If requested, information and training sessions regarding those and related laws may be offered by management.

6. All employees are encouraged to be in good communication with their respective department heads concerning their job status and any questions or requests they may have including a request to be put on furlough instead of working reduced hours.
7. Public Health rules and regulations must be followed at all times regarding employee health and safety, especially including frequent hand-washing and staying at a distance of at least 6 feet from others.
8. To the extent possible, employees who can work as teleworkers instead of in the office shall be asked and permitted to do so.
9. This order is subject to change if circumstances warrant it.

It is so-ordered, on this 2<sup>nd</sup> day of April, 2020.



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Alan K. Peterson  
Juneau County Board Chairperson

JUNEAU COUNTY  
ESSENTIAL FUNCTIONS

Juneau County deems the following employees to perform essential functions such that all employees holding these positions shall report to work:

1. All employees in the Public Health Department
2. All employees in the Sheriff's Office including Court Security, Jail, and Dispatchers
3. All employees in the Emergency Management Department
4. All court personnel
5. All personnel in the Department of Human Services, as determined by the Human Services Director
6. ADRC/Aging employees as deemed necessary by the department head
7. All employees in the Highway Department as required by the Highway Commissioner
8. Corporation Counsel and staff as deemed necessary
9. Finance Department staff as deemed necessary by the Finance Director
10. All employees in Buildings and Grounds Department.
11. I.T. Department employees as determined by the I.T. Director to be necessary to support essential operations
12. Employees in the Offices of the County Clerk, Treasurer, and Register of Deeds as deemed necessary
13. H.R. Director
14. All other employees may be deemed essential from time to time and are subject to call in by his or her Department Head and/or authorized official