

Chris Fetzer  
Executive Director

**TO: Senior Management Team**  
**FROM: Gayle Benton, Human Resources Director**  
**DATE: March 18, 2020**  
**RE: Human Resources Preparation in Event of a Closure**

#### **NACOG AGENCY-WIDE COMMUNICATION**

With regard to COVID-19 (Coronavirus) Pandemic, communication to employees is distributed via program directors. In addition, staff announcements related to internal business operations (HR, Finance, I.T.) as well as all communication regarding COVID-19, resources, NACOG forms (limited) will also be accessible on NACOG's website at [www.nacog.org](http://www.nacog.org). Click on STAFF LINKS. This format will provide NACOG employees with a common place to obtain information currently, as well in the event of a possible and mandatory closure of NACOG.

#### **STAFF TIMECARDS**

An EMERGENCY LEAVE earning code will be set up on all employee timesheets (*except regular Head Start Substitutes, and EWD WEX/OJT*) to be used in the event of an agency-wide or program specific mandatory closure. (*Note: Limited-Appointment Substitutes will have the emergency leave code*). During a closure, employees who are unable to perform their work duties from home will need to use the EMERGENCY LEAVE earning code when completing their timecard. This earning code is tied to the employee's hourly rate and will assist NACOG and each program to track the cost of COVID-19 expenses in relation to salary and fringe.

Employees who are able to work from home and/or are deemed "essential" and are required by their program director to work remotely during a closure will continue to use the HOURLY rate earning code on their timesheets. (*Emergency Leave should NOT be used*). Check with your supervisor to determine your "work at home status" and which code you should be using.

In the event of an agency-wide or program specific closure during an employee's previously scheduled time off (*i.e. FMLA, Non-FMLA, LWOP, Worker's Comp, Bereavement, Jury Duty, Vacation, etc.*), the time off must be charged in accordance to that leave. Emergency Leave shall not be used.

#### **TIME SENSITIVE PAYROLL CHANGES**

Should an employee wish to make payroll changes such as Tax Withholdings, Address/Name/Phone Number Changes, Direct Deposits, etc. please submit the necessary forms immediately and prior to any possible closure to [HR@nacog.org](mailto:HR@nacog.org) to avoid any delays. Forms can be found on the Employee Portal.

**TIME SENSITIVE EMPLOYMENT VERIFICATIONS**

If staff have any pending Employment Verification Requests that need to be completed for assistance, please submit these verifications to Laura Juergens, Sr. Payroll/Fiscal Specialist [ljuergens@nacog.org](mailto:ljuergens@nacog.org) immediately and prior to any possible closure to avoid delays.

**CONTINUITY OF SERVICE**

Human Resources, Finance, and Information Technology is working diligently to prepare for the continuity of essential functions and services for the Agency's internal business operations in the event of a mandated closure. Your patience and understanding is appreciated as we go through this uncharted territory.