

To all county employees:

Yesterday, County Executive Pittman shared our approach as to how we can all work together to help make our public health crisis less dangerous. This approach provides flexibility to both our employees and directors, while keeping critical county government services open and operational.

Department directors are determining which personnel are deemed essential during this prolonged state of emergency, considering that the county government remains open. These employees may be different than those identified as essential during other types of emergencies, such as an inclement weather event. Public safety employees are always deemed essential and will continue to work as directed by their departments.

While the county remains open, employees should expect to work their normal hours. Many employees will be allowed to telework at home. Other employees who are not able to telework will be required to come into work as directed by their supervisor. Employees who are not able to report to work (either teleworking or in-person) may be eligible for administrative leave, depending on the circumstances.

Your department heads have the authority to grant administrative leave when appropriate. The county's employee leave policies are still in effect, and you may be required to use disability, annual or personal leave if you are absent from work. The Office of Personnel is sending out specific guidance on how the county's leave policies will apply during this crisis.

To be clear, employees deemed essential by their department heads during this crisis, who are not able to work because their work unit has been closed or has no work available, are eligible for administrative leave. However, during this crisis employees may be assigned to other duties as necessary, prior to granting administrative leave.

The County Executive and I, along with the entire Administration, appreciate your cooperation as we move forward during these challenging times. We thank all employees for their hard work on behalf of the residents and businesses of Anne Arundel County.

-- Ben Birge, CAO