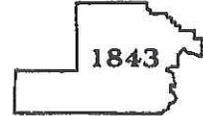


Yamhill County



Location: 434 NE Evans St, McMinnville • Mailing: 535 NE Fifth St, McMinnville, OR 97128
(503) 434-7501 • Fax (503) 434-7553
TTY (800) 735-2900 • www.co.yamhill.or.us

OFFICE OF COUNTY ADMINISTRATOR

May 17, 2021

KENNETH HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

TO: Yamhill County Board of Commissioners

FROM: Kenneth Huffer, County Administrator

RE: Request to modify the current Temporary COVID-19 Telecommuting Policy to expire July 1, 2021 or upon termination of the state of emergency declared by the Governor of Oregon, whichever occurs first.

The continued safety and welfare of the employees of Yamhill County remains paramount. The current Temporary COVID-19 Telecommuting Policy to provide a telecommuting option to employees was ratified via Board Order No. 20-104. The policy had been extended on eight occasions (Board Orders 20-149, 20-169, 20-206, 20-299, 20-375, 20-450, 21-69, and 21-103) and is currently set to expire on June 1, 2021.

As the COVID-19 state of emergency is still in effect and to ensure compliance with OSHA regulations and OHA guidelines, there continues to be a need for telecommuting options where it continues to be operationally feasible. To date, most offices and departments are utilizing telecommuting on an intermittent basis, as services allow, and to aid in overcoming difficulties around operating in offices with limited space that comply with social distancing requirements. Departments that have utilized telecommuting options have been actively working to open more offices to in person services. While telecommuting is not without its challenges, departments have reported that the County has continued to deliver critical services and having many employees telework has enabled departments to overcome facilities limitations. As per the policy, telecommuting requests are subject to operational needs and considered/reviewed on a case-by-case manner. The policy is not a mandate to telework, but simply a means for departments to consider and process requests during this difficult time.

As a result, I am requesting that the Board of Commissioner modify the current Temporary COVID-19 Telecommuting Policy to expire on July 1, 2021 or upon termination of the state of emergency declared by the Governor of Oregon, whichever occurs first.

Sincerely,

A handwritten signature in black ink, appearing to be 'KH', with a long horizontal line extending to the right.

Kenneth Huffer

Accepted by Yamhill County
Board of Commissioners on
5/20/2021 by Board Order
21-192