



ADMINISTRATIVE POLICY

SECTION: 300	POLICY#: T-313
TITLE: Temporary Policy – Limited Duration Appointments to Assist in COVID-19 Response	R & O #: 21-81
	IMPLEMENTED BY PROCEDURE #: n/a
SPONSORING DEPT/DIV: Support Services/Human Resources	
ADOPTED: 4-17-2020	REVIEWED: 8-17-2021

PURPOSE: The purpose of this policy is to recognize that the novel coronavirus, also known as COVID-19, has directly impacted Washington County locally. Our employees and community are at the forefront of our concern as we respond to the Public Health Emergency and work to contain the spread of the virus and recover as a County and community. To accomplish this goal, the County’s response and recovery requires a broad and thorough intervention protocol. This policy shall allow Department Appointing Authorities to hire employees into Limited Duration positions in order to aid in the County’s COVID-19 response. This policy became effective on April 17, 2020 and will expire on June 30, 2024, unless it is extended by the Board of Commissioner prior to its expiration.

AUTHORITY: This temporary policy is authorized by the Board of County Commissioners.

DEFINITIONS:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

Public Health Emergency: An emergency with respect to COVID-19 declared by a Federal, State, or local authority, as well as the necessary recovery operations.

Limited Duration position: A position that is limited to a certain period, due to specific business and funding requirements.

GENERAL POLICY:

Washington County is actively working to assist community members who are adversely affected by COVID-19. Due to the urgent need and quick turnaround required to hire staff to meet this need, the requirement under Article 4.5.6(3) of the Personnel Rules and Regulations

requiring Board approval to hire full-time equivalent positions is not feasible. This policy suspends Washington County Personnel Rule 4.5.6(3) and allows departments to hire Limited Duration staff to meet staffing needs related to the COVID-19 response and recovery efforts.

Limited Duration Appointment under this policy:

1. Limited Duration Appointments are those appointments for positions that are:
 - 1.1. Funded by a grant or other designated funding source; or
 - 1.2. Assigned to the Coronavirus/COVID-19 response which is of a specific duration; or
 - 1.3. Limited due to other business needs of the position to assist in the response and recovery from the Coronavirus/COVID-19 pandemic.
2. Duration of such position(s) is limited to the duration of the grant or funding source, or the duration required to complete the project assigned to the position. Limited Duration assignments under this policy must be directly related to the County’s response to the COVID-19 pandemic.
3. The full-time equivalent for the Limited Duration Position must be approved by the Department Appointing Authority prior to hire. The position(s) will be designated as at-will and specifically exempt from the classified service.
4. Employee benefits eligibility still follow Section 3.12 Benefits in the Revised Personnel Rules and Regulations.

POLICY GUIDELINES:

Responsibilities:

Appointing Authorities or their designees are responsible for:

- Determining if there is a need for a Limited Duration position and keeping the County Administrative Office aware of the decision;
- Working collaboratively with Human Resources to fill the open position(s); and
- Ensuring the fair, consistent, and inclusive application of this policy within their departments.

Human Resources is responsible for:

- Working collaboratively with Appointing Authorities or designees to develop the appropriate process to fill the open position(s); and
- Managing the hiring process for the Limited Duration positions.

Exceptions:

Exceptions may only be granted by the Washington County Board of Commissioners unless such authority has been delegated to the County Administrator.

Implementation:

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments. Observance of this policy is mandatory for all County employees and violation may result in disciplinary action (up to and including termination).

Periodic Review:

This policy shall be reviewed by Human Resources at least every year, or more often if needed, and updated as necessary, until its expiration on June 30, 2024 or it is revoked by the Board of County Commissioners.