

Town of Rockland
Emergency Reassignment of Duties Policy
Pursuant to the Declaration of Emergency adopted March 17, 2020

I. Purpose

This policy aims to dictate the terms by which Town of Rockland (“Town”) employees may be temporarily reassigned to perform essential duties for the Town, outside of the duties of their current position. The Town, and the United States of America generally, are experiencing an unprecedented public health emergency related to the novel coronavirus and its related disease, COVID-19. As such, the Town may reassign duties as necessary under these emergency circumstances in order to ensure the continuation of essential public health and safety functions.

II. Definitions

“Essential duties” are those that have been designated by the Town Administrator or his/her designee as necessary for public health and safety and, the continuing operation of the Town. The Town Administrator or his/her designee has continuing authority to modify the determination of which duties are essential, based on the evolving nature and length of the COVID-19 public health emergency.

III. Authority

The Town Administrator will work with the Assistant Town Administrator, Human Resources, Department Heads and/or other supervisors to determine which duties are essential for public health and safety, and the continuing operation of the Town. The Town Administrator will work with the Assistant Town Administrator, Human Resources, Department Heads and other supervisors to continually review and evaluate which duties are essential as this public health emergency evolves.

IV. Protocol

Employees who are reassigned to complete essential duties will be notified by Human Resources, their Department Head or their supervisor. Employees will only be reassigned to duties that are within the same general category of work as their current position. For example, clerical workers will be reassigned to perform essential clerical duties, and laborers will be reassigned to perform essential labor duties.

Department Heads or supervisors will provide employees with specific instructions regarding the completion of reassigned duties. Employees who are reassigned to perform essential duties are expected to perform these new duties until they are notified by Human Resources, their Department Head or their supervisor.