



Memo

To: Mount Olive Township Employees

From: Andrew Tatarenko, Business Administrator/OEM Coordinator

cc: Mayor & Council

Date: March 22, 2020

Re: Minimum Staffing

Governor Murphy issued Executive Order 107, which effective 9:00 p.m. on March 21, 2020, all non-essential **retail** businesses are ordered closed and to cease all operations until the Executive Order is revoked. Public sector and municipalities are considered essential businesses that shall continue to operate to provide essential services to its residents and communities during this unprecedented period. We will continue to operate, and where practicable, continue to work remotely. The Governor specifically acknowledges that certain employees, such as police officers, firefighters, first responders, public works employees, custodians, information technology employees and certain administrative staff (Business Administrator, Chief Financial Officers, Clerks) cannot perform their job function working remotely. The following staffing levels shall be implemented on Monday, March 23, 2020 to further reduce on-site employees to the minimum number necessary to ensure that essential business operations can continue. Essential employees may report daily to carry out essential duties and then alter schedule to work remotely. The priority is to work remotely as much as possible. Although our building is closed to the public, the uncertainty of how this virus may impact and unknowingly require you to self-quarantine, needs to be taken seriously. We need to stay vigilant and realize the importance of social distancing.

Administration

Business Administrator/Assistant Administrator – Report daily on alternating days to carry out essential duties and work remotely where practicable.

Mayor's Assistant – Work remotely.

QPA – Work remotely.

Clerks Office

Clerk/Deputy Clerk – Report daily on alternating days to carry out essential duties and work remotely where practicable.

Assistant to the Clerk – Stand-by, be available if Clerk/Deputy Clerk are absent.

Information Technology

LAN Administrator – Report daily to carry out essential duties and work remotely where practicable.

Assistant LAN Administrator – Work remotely.

Finance

Chief Finance Officer/Tax Collector – Report daily on alternating days to carry out essential duties and work remotely where practicable.

Assistant Treasurers – Priority is to work remotely. If a specific task needs to be accomplished they may report to work and then alter schedule to work remotely.

Finance Assistants – Priority is to work remotely. If a specific task needs to be accomplished they may report to work and then alter schedule to work remotely.

Tax Assessor – Work remotely.

Meter Reader – Conduct outside meter reads only.

Recreation

All Staff – Priority is to work remotely. If a specific task needs to be accomplished they may report to work and then alter schedule to work remotely. Only 1 staff member shall be required to report to the office.

Planning/Zoning

Planning Director – Priority is to work remotely. If a specific task needs to be accomplished they may report to work and then alter schedule to work remotely.

Planning Board Secretary – Work remotely.

Construction Department

Construction Official – Report daily to carry out essential duties and work remotely where practicable.

Inspectors – Report as needed for plan review and inspections.

Technical Assistance – Only 1 TA shall be required to report to the office.

Fire Prevention

Fire Marshal – Report daily to carry out essential duties and work remotely where practicable.

Inspectors – Report as needed for inspections.

Secretary – Report every other day and remotely where practicable.

Department of Public Works

Director/Assistant Director - Report daily on alternating days to carry out essential duties and work remotely where practicable.

Foreman/Supervisors – Report daily to carry out essential duties and work remotely where practicable.

Secretary – work remotely

Roads – Alternating split crews. Additional man power is on stand-by and will be brought in for emergencies.

Parks, Building & Grounds – Alternating split crews. Priority is on disinfecting public office spaces. Additional man power is on stand-by and will be brought in for emergencies.

Water/Sewer – Alternating split crews. Additional man power is on stand-by and will be brought in for emergencies.

Sanitation – Full crews. Additional man power is on stand-by and will be brought in for emergencies.

Court

All Staff – Only one staff member shall report to work on a daily basis on an alternating schedule.

Health Department

Due to the nature of the public health crisis, the Health Director shall schedule his staff as needed.

Police Department

The Police Department will be functioning at minimum staffing levels.

Scheduling will be determined by the Chief of Police or his designee