



Office of the Mayor-President

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Parish of East Baton Rouge

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SHARON WESTON BROOME
Mayor-President

TO: CITY-PARISH EMPLOYEES AND DEPARTMENT LEADERS

FROM: MAYOR-PRESIDENT SHARON WESTON BROOME

SUBJECT: WORK ATTENDANCE GUIDELINES
EFFECTIVE DATE: March 23, 2020-April 3, 2020

In an effort to prevent the spread of the pandemic Coronavirus (COVID-19), City-Parish buildings will be closed to the public effective Monday, March 23, 2020. Employees who have been designated as non-essential by their appointing authority will be placed on Administrative Leave with Pay for their regularly scheduled work hours at the beginning of their shift on Monday, March 23, 2020, until April 3, 2020. Employees should monitor the City-Parish web-site for potential updates.

The City-Parish will still deliver basic services to our citizens. In order to be responsive, it may be necessary to maintain rotating skeleton crews. Employees who have been designated as essential employees by their appointing authority, will be expected to report to work. Essential employees reporting to work during this period will be paid in accordance with the Leave and Pay Policy for Declared Disasters dated March 13, 2020.

The appointing authority may allow essential employees to telework from home if they have the capability to telework in order to perform their job duties. They must perform their duties in accordance with approved Teleworking Provisions.

This is an unprecedented event that is constantly evolving. I want to thank you all for your public service during this time, and your willingness to do what is needed in order to help our community get through this time of hardship.