

Memorandum

TO: CCC Office Staff
FROM: Ron Rasmussen, Executive Secretary
DATE: March 22, 2020
RE: Update – Conference Office Temporarily Closed

Due to the statewide executive order to “stay at home” or “shelter in place”, our Conference Office is temporarily closed.

Our Officers and our Department Leaders will be working from home. Our non-exempt (or “hourly”) employees may work from home, subject to the following:

1. The Department Director deems that it is appropriate for the employee to work from home.
2. The employee has the appropriate equipment to work at home, or has been given permission to take the office desk-top work equipment home.
3. The Department Director has informed our Associate Director of Human Resources, Linda Barron, that permission has been granted for the employee to work at home.

The employee will only be recorded as working once all three steps have been completed. (Directors, if a non-exempt employee in your department worked at home this past Thursday or Friday, you must inform Linda Barron immediately.)

Our office non-exempt employees will receive payment of their unworked hours (for their normal work schedules) based upon the following:

- The employee’s extended sick leave bank will be immediately accessed.
- The employee’s short-term sick leave bank will be used next.
- The employee’s vacation leave bank will then be used.

Our necessary (“essential”) functions such as mail, payroll, receiving checks, paying bills) will continue. It is possible that our main (reception desk) telephone voicemail will be changed to reflect our temporary closure.

Conference business-related meetings that normally take place at the office will either be suspended or they will be conducted via telephone or Go-to-Meeting.

According to the statewide executive order, our Adventist Book Center may remain open.

