

It is not the stress that kills us, it is our reaction to it. ~ Hans Selye

Top Three Things to Know:

1. Daily Top Three

As we work to enhance other communication resources, the cadence for the Top Three will change from daily to Monday, Wednesday, Friday this week. We'll reassess that cadence next week to ensure we are being responsive to employee needs. Employees can access the most recent Top Three on the Coronavirus website - [Daily Top Three for Employees](#).

2. Hiring Slow Down

In response to conditions brought to us by the Coronavirus, the county has slowed the hiring. For the foreseeable future, the following processes have been implemented to support departments and employees:

- a. A [recruitment review](#) by departments and County leadership.
- b. Through the Job Match Program, departments can request needed staffing resources but can also offer available staffing resources to support other departments. Contact your department HR Manager.
- c. Employees experiencing a decreased workload due to COVID-19 (due to a facility closure or inability to telework) can submit the [Job Reassignment Request by Employee](#)
- d. NOTE: Job Reassignment is informal and temporary. No formal changes are made in NEOGOV or FOCUS.

3. Benefits Continue

Benefits will continue for employees needing to code EFML, EPSL, L202 or filing for unemployment due to lack of work. While benefits will not be terminated, some employees may be in a situation where their pay is less than their premiums for their benefit contributions (an arrearage). The FOCUS system is designed to recoup the arrearages once there are paid hours. There is no mechanism to make partial payments or non-payroll payments toward these arrearages.

- a. Since changes to Deferred Compensation deductions are not limited to a qualifying event, employees participating in Deferred Compensation may elect to suspend their deferred compensation deductions to offset benefit arrearages. For changes to deferred compensation, please contact T. Rowe Price.
- b. Benefits will NOT be terminated based on arrearages.

Information and Resources:

- [Daily Top Three for Employees](#); [Coronavirus Information for Employees](#); [Coronavirus FAQs](#)
- [FFCRA chart](#) for specific scenarios of EFML, EPSL and L202.
- [Fact Sheet and FAQs – Pandemic Leave](#)
- [EFML Designation Notice and Rights Form](#) (For use with EFML due to school closures/child care.)
- [Using the COVID-19 Internal Order](#); [Enter a note on the timesheet](#)
- [Pandemic Leave Employee Request Form](#); [FFCRA Employee Request Form](#)
- [Job Reassignment Request by Employee](#); [Opening Fillable PDF Files](#)
- [Organizational Development & Training](#)
- [Resiliency Resources](#); [LiveWell Newsletter Digest](#); [BurnAlong](#)
- [Employee Assistance Program](#)
- [Zoom Conferencing Information](#); [Teams Virtual World Resources](#)