



Memo

To: Byram Township Employees

From: Joseph W. Sabatini, Township Manager

cc: Mayor & Council

Date: March 24, 2020

Re: Staffing Plan for Declared Emergency

Governor Murphy issued Executive Order 107, which was effective 9:00 p.m. on March 21, 2020. This order revoked all prior mitigation executive orders and incorporated or modified their provisions. This order included the closing of all non-essential retail business indicating they are to cease all operations until the Executive Order is revoked.

Public sector employers such as counties and municipalities are essential businesses that shall continue to operate to provide services to its residents and communities. The Governor has ordered that all businesses that remain operational – including public entities – shall accommodate its workforce, where practicable, to work remotely (e.g. telework from home). The Governor specifically acknowledges that certain employees/volunteers, such as police officers, firefighters, first responders, public works employees, and certain administrative staff cannot perform their job functions working remotely.

Byram Township will continue to operate under Executive Order 1-2020 that I declared on Tuesday, March 17, 2020. Under this order, the Municipal Buildings will be closed to the public for general business. Employees are still expected at work during their regularly scheduled shifts, and all municipal business should be conducted via mail, email, telephone, video conferencing, and/or website. For those employees who physically report to the work site, we have been asked to implement mitigation strategies such as alternative work schedules and/or remote working for certain employees in response to the COVID-19 Pandemic to minimize employee exposure to the coronavirus and possible illness.

I have worked with each department head to implement mitigation strategies and effective Monday, March 23, 2020 the following staffing plans will be implemented to reduce on-site employees and to minimize employee exposure. This staffing plan is subject to change with Manager's approval and will remain in effect as long as needed in response to the COVID-10 Pandemic.

Administration/Clerks Office:

Township Manager (Joe) and Clerk /Deputy Manager (Doris) will report to the office on alternating weeks. For the weeks not in office they will be working their regular work schedule remotely.

Clerk (Doris)/Deputy Clerk (Cindy) will report to the office on alternating weeks. While not in the office they will be working their regular work schedule remotely.

Community Relations Manager (Phil) – Will report to the office on alternating weeks. For the weeks not in office he will be working his regular work schedule remotely.

Administrative Staff:

Tax Assessor Clerk, and DPW & EC Secretary (Donna) and Board of Health Secretary (Vicky) working alternating weeks of Monday, Wednesday and Friday (8 hours/day in office) and Tuesday (4 hours remotely); and Tuesday and Thursday (8 hours/day in office) and Monday, Wednesday, and Friday (4 hours/day remotely).

Finance/Tax Collection/Assessment:

Chief Finance Officer/Tax Collector (Ashleigh) and Deputy Tax Collector (Michele) – will report to the office on altering days as coordinated. For the days not in the office they will be working their regular schedule remotely.

Finance/Tax Clerk (Maria) – Does not have capability to work remotely. Working Tuesday, Wednesday and Thursday (8 hours per day) in the office and Friday (1 hour).

Finance/Tax Clerk (Chris) – Work Monday and Friday (8 hours per day) in the office, and remotely Tuesday (1 hour) and Wednesday (8 hours).

Tax Assessor (Penny) – Working her regular work schedule remotely.

Planning and Zoning:

Technical Assistant Land Use/Planning Board Secretary (Cheryl) and Zoning Officer (Tom) will report to the office on alternating weeks. While not in the office they will be working their regular work schedule remotely.

Construction Department

Construction Official (Peter) working regular work schedule in office Tuesday and Friday, and remotely Monday and Wednesday.

Technical Assistant to Construction Official (Carolyn) working regular work schedule in office Monday and Wednesday and remotely Tuesday and Friday.

Plumbing Sub Code Official (Rob) – working Tuesday 12:00 to 3:00 and Thursday 12:00 to 5:00.

Electrical Sub Code Official (Glenn) – working Monday, Tuesday, Thursday 3:00 – 6:00.

Fire Sub Code Official (Mike) – 4 hours flex.

Department of Public Works

Working a regular weekly schedule splitting into two groups with thirty (30) minute stagger starts times and break times as determined by the Superintendent of Public Works. Whenever possible maintaining one individual per vehicle and practicing strong physical distancing.

Police Department

Scheduling will be determined by the Chief of Police. Chief's general order available under separate cover.

Police Records Clerks (Jen and Amie) - will report to the office on altering days as coordinated. For the days not in the office they will be working their regular scheduled hours remotely.