

## **Henry County Soil & Water Conservation District's Building Closure Policy**

In the event of a federal government shut-down, District staff will be unable to have access to the office, the federal server, federal computers, or any other federal property. To allow for continued daily operations of the District during such an event, the Henry County Soil and Water Conservation District Board of Directors give the Administrative Coordinator and the Resource Conservationist permission to remove from the office the District's laptop, checkbook, files and documentation, and any other District equipment pertinent to perform work from home or another location. While off-site, District property will be managed in a typical manner conducive to existing security, privacy, and Board approved guidelines (i.e. written checks require two signatures, files & computers stored in secure locations, etc.). Throughout the event of a federal government shutdown, District employees will attempt to maintain off-site "office hours" as much as possible. These hours will be posted as regular pay & properly documented on timesheets, while any unaccounted/undocumented hours during a federal government shutdown will be posted as "Administrative" pay on timesheets. Previously scheduled Board Meetings or other sponsored Soil & Water Conservation District events will be expected to transpire as scheduled. Those events requiring the use of the federal building's rooms will be held at another venue to be announced. Due to the unknown timeline of federal government shutdowns, the Henry County Soil & Water Conservation District will post door signs on the building, submit articles to local news outlets, place an article on the District's website, and set the District's answering machine message to inform the community of the government shutdown and its temporary effects on the District's activities. These publications should include at least one cell phone number of a District employee, temporary email addresses, and any other contact information deemed necessary to assist in the Soil & Water Conservation District's continued functionality during a federal government shutdown.

In the event that the USDA building is closed due to weather, power outage, or early closure for a holiday or the like, District employees will post timesheets as "Admin/Holiday" pay and include proper documentation (i.e. a NRCS email describing the building closure).

Motion to approve building closure policy: Doug Peterson

Second to motion presented: Keith VanDeWoestyne

**Policy approved on December 5, 2013**

Jerry Snodgrass, Henry County SWCD Chairman