Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

Procedure No.: AP-106
Revision No.: 1

Effective: 9/1/18
Review/Revision Date: 1/4/21

Out-of-Office Notification for Department Directors / Office Managers

SCOPE: This procedure applies to Department Directors/Office Managers.

PROVISIONS: It is the intent of this procedure to provide guidance for the out-of-office notification of Department Directors/Office Managers.

Procedures:

1. When a Department Director/Office Manager will be out of the office to attend a conference, or for planned leave, such as Annual Leave, Managerial Leave or their Personal Holidays, an email shall be sent, at least 24-hours in advance, to his/her supervisor, direct reports, HR Generalist, Procurement Agent, Risk Management staff, Assistant County Manager for Budget & Fiscal Services and Fiscal staff.
    i. In emergency situations, or for unexpected leave, such as Sick Leave, less than 24-hours' notice is acceptable.
    ii. In an effort to save paper, and streamline processes, printed memorandums shall not be utilized for out-of-office notifications.
2. The email shall include the date(s) of absence and the person(s) designated with signature authority.
3. The email may be sent by the Executive Service staff, or their administrative support staff.
4. An automatic out-of-office email and voicemail response should be set up in advance of the absence. With the prior approval of the immediate supervisor, this requirement may be waived.

_____ _____

County Manager County Attorney