

Instructions to Staff Designated “Non-Essential” During the COVID 19 Shelter-In-Place Order:

**Be advised that your designation may change and it is your responsibility to check the Assessor’s public portal on a daily basis to confirm your status as either “Essential” or “Non-Essential.”**

“Non-essential” employees are still expected to work from home. If routine job functions are not possible from home, there are ways that you can be productive, including:

- Thinking through job processes and asking for resources needed for telework, or resources needed to be maximally productive when returning to the office.

For example, are there activity lists that require prioritization, other data sets, or work papers that could be delivered electronically or that you could pick up to accomplish remote work.

Please contact your division manager with comments and/or suggestions.

- Monitoring and responding to office emails. You may be able to respond to customer inquiries with information at hand, or re-direct inquiries to the Assessor’s public portal, or other Santa Clara County agency portals. If you encounter an urgent inquiry, or recognize an issue that requires the attention of management, please contact your division manager immediately.

- Training

Learning about effective telework practices, enhancing your soft skills (SCCLearn), or addressing your continuing education requirements are required. Either completing a BOE course that satisfies continuing education requirements or taking a course from the SCCLearn catalog (minimum 2 hours of instruction per pay period for SCCLearn option, unless combined with other training), along with proof of completion, is required for every 80 hours of “Non-Essential” status, beginning on March 23<sup>rd</sup>, unless good reason exists for exemption. Please see the list of courses available along with links to the course specifics. If you have any questions regarding training registration, please contact [Malthi.venkat@asr.sccgov.org](mailto:Malthi.venkat@asr.sccgov.org) or at (408) 299-6503.

If you have any questions regarding your responsibilities when designated a “Non-Essential Worker” please contact your division manager.