

Delaware County Human Resources  
Continuity of Operations amid the COVID-19 Pandemic  
May 4, 2020

Delaware County Human Resources is able to conduct the majority of its services remotely, with a few exceptions. Our goal is to continue operations as normal, utilizing technology to reduce physical interactions as much as possible and with the safety and health of our internal and external customers at the forefront of our efforts.

As the re-opening efforts move forward, the department will continue to utilize virtual meeting platforms as necessary. All events, meetings and programs will be scheduled as necessary. The Human Resources team continues to be available for in person meetings as needed while following all Ohio Department of Health, CDC and Health District guidelines.

Our current goal is and continues to be to return questions and all correspondence within a 24 hour window.

The Human Resources departmental functions are outlined below in greater detail. Staff members direct phone extensions and email addresses are listed below.

**Recruiting/Onboarding**

The hiring of all non-essential positions have been placed on hold during the COVID-19 crisis and until further notice. Recruiting for positions essential to the operations of Delaware County will continue with the following modifications:

- Virtual interviews (via Skype, Zoom or other type of web based avenue) will be utilized when possible.
- All new hire paperwork will be completed remotely prior to the scheduled start date to reduce the time spent conducting face to face meetings.
- New hire orientation will be evaluated and web based options will be conducted when orientation is necessary.

Questions regarding the onboarding or recruiting process should be directed to Matt Brown at [mbrown@co.delaware.oh.us](mailto:mbrown@co.delaware.oh.us); Linda Dodds at [ldodds@co.delaware.oh.us](mailto:ldodds@co.delaware.oh.us); Justin King at [jking@co.delaware.oh.us](mailto:jking@co.delaware.oh.us); or Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us).

**Leave Coordination**

Emergency Family and Medical Leave Expansion under the Families First Coronavirus Response Act, and the Temporary Emergency Paid Sick Leave programs are coordinated by Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us). Feel free to contact Dana or Dawn Huston at [dhuston@co.delaware.oh.us](mailto:dhuston@co.delaware.oh.us).

Family Medical Leave (FML) & Worker's Compensation processes will continue as normal. Questions regarding FML or Worker's Compensation should be directed to Brad Euans at [beuans@co.delaware.oh.us](mailto:beuans@co.delaware.oh.us) or Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us).

Requests for accommodations under the Americans with Disabilities Act (ADA) will continue to be evaluated and considered as needed. Employees with questions should contact Brad Euans at [beuans@co.delaware.oh.us](mailto:beuans@co.delaware.oh.us) or Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us).

Employees with questions regarding sick leave use should first contact their supervisor and/or department leadership. If there are additional questions please contact Dawn Huston at [dhuston@co.delaware.oh.us](mailto:dhuston@co.delaware.oh.us) or Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us).

**Training**

Departmental training needs will continue to be assessed and training requests should be submitted to the HR team. Materials and resources will continue to be developed. Web based alternatives for delivering the materials are continually created. Requests should be submitted to Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us) and Justin King at [jking@co.delaware.oh.us](mailto:jking@co.delaware.oh.us).

**Reporting/Compliance**

Human Resources monitors changes to and continues to comply with all required Federal reporting (Affordable Care Act, Equal Employment Opportunities Commission, etc.)

Any concerns or complaints regarding Delaware County Policies or Labor Relations may be directed to Dawn Huston at [dhuston@co.delaware.oh.us](mailto:dhuston@co.delaware.oh.us) or Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us).

**Benefits/Wellness**

Employees may continue to log in to Employee Navigator to view their benefits information. Questions regarding benefits and wellness administration should be directed to Cindi Blair at [cblair@co.delaware.oh.us](mailto:cblair@co.delaware.oh.us). Additional inquiries may be directed to Dawn Huston at [dhuston@co.delaware.oh.us](mailto:dhuston@co.delaware.oh.us).

**Communications/Correspondence/Off-Boarding**

The Human Resources team is available to process employment actions to include but not limited to: wage changes, address changes, name changes, requests for accommodations in accordance with the Americans with Disabilities Act (ADA), process retirement paperwork, address employee concerns, public records requests, labor and employee relations, policy questions, etc.

General inquiries regarding these items may be directed to Matt Brown at [mbrown@co.delaware.oh.us](mailto:mbrown@co.delaware.oh.us); Linda Dodds at [ldodds@co.delaware.oh.us](mailto:ldodds@co.delaware.oh.us); Justin King at [jking@co.delaware.oh.us](mailto:jking@co.delaware.oh.us); or Dana Bushong at [dbushong@co.delaware.oh.us](mailto:dbushong@co.delaware.oh.us).

If you wish to speak with a Human Resources representative please refer to the HR contact list below:

Contact	Email	Phone
Dawn Huston, Deputy County Administrator	<a href="mailto:dhuston@co.delaware.oh.us">dhuston@co.delaware.oh.us</a>	740-833-2122
Cindi Blair, Health & Wellness Coordinator	<a href="mailto:cblair@co.delaware.oh.us">cblair@co.delaware.oh.us</a>	740-833-2124
Amanda Kreft, Insurance & Risk Technician	<a href="mailto:akreft@co.delaware.oh.us">akreft@co.delaware.oh.us</a>	740-833-2126
Dana Bushong, Human Resources Manager	<a href="mailto:dbushong@co.delaware.oh.us">dbushong@co.delaware.oh.us</a>	740-833-2129
Matt Brown, Human Resources Coordinator	<a href="mailto:mbrown@co.delaware.oh.us">mbrown@co.delaware.oh.us</a>	740-833-2125

Brad Euans, Human Resources Coordinator	<a href="mailto:beuans@co.delaware.oh.us">beuans@co.delaware.oh.us</a>	740-833-2127
Justin King, Human Resources Coordinator	<a href="mailto:jking@co.delaware.oh.us">jking@co.delaware.oh.us</a>	740-833-2121
Linda Dodds, Human Resources Technician/Recruiter	<a href="mailto:ldodds@co.delaware.oh.us">ldodds@co.delaware.oh.us</a>	740-833-2123