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EXECUTIVE ORDER

Workforce Policy on Year 2000 Readiness

Pursuant to the authority vested in the Office of the Governor of the State of Colorado, I, Bill Owens, Governor of the State of Colorado, hereby issue this Executive Order establishing this Workforce Policy on Year 2000 Readiness for Colorado State Government.

1. Background & Need

As part of Colorado's ongoing preparations for addressing the Year 2000 or "Y2K" computer problem, the various departments and agencies of State Government are developing contingency plans to ensure the continuation of critical services to the public in the event of any unanticipated Y2K system failures. Given the State's progress in achieving independently verified Y2K compliance throughout State Government, it is unlikely that many of these contingency plans will actually be used. However, prudent contingency-planning is nonetheless warranted due to the State's reliance on the "supply chain" of vendors and service providers outside State government on which the various departments and agencies depend. Because it is impossible for State Government to verify the Y2K readiness of all of these external suppliers, the need for effective contingency-planning on the departmental and agency level is essential.

Part of the State's contingency-planning requires a workforce policy that anticipates the special Y2K-related staffing needs that departments and agencies may have between December 1, 1999 and January 31, 2000. Such a policy should reflect the graduated state of readiness that may be required during what is commonly called "Y2K Alert" period. For purposes of this Executive Order, that period consists of the months leading up to and following the century change date of December 31, 1999, when the risk of external Y2K systems failures is at its peak.

2. Purpose

By signing this Executive Order, I am creating such a Y2K Workforce Policy for the executive branch of State Government. The goal of this policy is to help minimize the possibility of any disruption in State governmental services resulting from any unanticipated Y2K-related system failures. The policy is not intended to instill a sense of

unwarranted urgency among state employees. Instead, it is designed to ensure that State readiness will be enhanced during the Y2K Alert period, when departments and agencies might deem it necessary to make workforce adjustments.

3. Y2K Workforce Policy

Unless otherwise prohibited by law, the heads of the principal departments of Colorado State Government shall have the flexibility to adjust workforce policies as may be necessary during the Y2K Alert period by:

- A. Requiring any and all essential employees to work various and different schedules that they would not normally assume.
- B. Restricting employee leave during the Y2K Alert period for essential employees of the specific department. Department heads should establish a list and notify employees, once identified as essential, not later than September 1, 1999.
- C. Temporarily reassigning employees and non-cash sources from one division to another within a given department, or between departments or agencies, as the need arises.
- D. Temporarily suspending or otherwise curtailing departmental operations as may be required to promote the public health, safety or welfare. In such cases, the department head shall consult directly with the Governor prior to making such a decision, or as expeditiously as possible thereafter. In cases where suspending or curtailing operations is deemed unnecessary, but where Y2K-related system failures might still affect the provision of governmental services, the department head shall take reasonable steps to notify employees, suppliers, data-exchange partners and other parties who might be adversely affected by the disruption. Notification should likewise extend to the general public if the public interest would otherwise be adversely affected.
- E. Reviewing existing contracts and workforce procedures as may be required to implement this Executive Order. For employees assigned to Y2K projects, as well as employees deemed "essential," all work schedules, approvals of leave, and cancellations of leave shall be governed by the department head unless otherwise prohibited by law. After completing this review, each department shall incorporate Y2K Alert workforce strategies and procedures into its Year 2000 business continuation plan. Workforce strategies should include definitions of "essential" and "non-essential" employees.

- F. Providing reasonable incentives as may be needed, including awards of exceptional performance recognition leave, to improve the morale of State employees who may be affected by Y2K-related leave curtailment.

GIVEN under my hand and the Executive
Seal of the State of Colorado, this
28th day of May, 1999.

Bill Owens
Governor