**Continuity of Operations Plan**

**Butler County Treasurer’s Office**

1. **Purpose:** The purpose of this plan is to provide the essential functions of this office in case a state or national emergency or in the event of any other interruption of service.
2. **Functions:** The day-to-day functions of the Treasurer’s Office involve the following tasks:
	* 1. Banking
		2. Payment posting and balancing
		3. Data entry
		4. Billing and payment plan administration
		5. Customer service
		6. Payroll
		7. Invoice processing
3. **Essential Personnel:** The following are designated essential personnel:
	* 1. County Treasurer
		2. Chief Deputy
		3. Quality Control and Project Manager
		4. Bookkeeping Division Manager
		5. Revenue Collections Division Manager
		6. Taxpayer Services Division Manager
4. **All Personnel:** It is essential that all personnel are kept informed and accounted for during a continuity event. All personnel are expected to act in a professional manner in person, on the telephone, via email and via social media/online presence.
5. **Communication:** The primary preferred communication between personnel will be group texting. In the event cell phone service is inadequate or unavailable, communication shall occur by telephone or email, if possible.
6. **Activation:** This plan shall have three activation phases:

* 1. The first phase requires all personnel to report to work, but closes the office to the public.
		1. The public can still contact the office by phone or via email.
		2. Regular business hours may be modified upon discretion of the Treasurer.
		3. The Treasurer may employ a rotation schedule of staff members and allow for the use of sick leave for days off.
	2. The second phase requires essential personnel only to report to work and/or to work remotely if infrastructure can accommodate.
		1. Regular business hours may be modified upon discretion of the Treasurer.
		2. The Treasurer may employ a rotation schedule of staff members and allow for the use of sick leave for days off.
	3. The third phase closes the office completely.

Adopted: March 18, 2020