

MEMORANDUM

RE:
**July 6 Facility
Closure Update**

Date:
09/01/2026

From:
Jordan Neeb
Director, Commission
Office

To:
**Board of
Commissioners**

At the July 21st meeting, staff was asked to provide additional information to assist the Board in evaluating potential financial and administrative impacts associated with alternative treatments of employee time for Monday, July 6, 2026, following the cyber incident. The analysis is intended to provide information to compare the available options and determine how the Board wants to treat employee leave and compensation resulting from the incident.

Because the County does not yet have a centralized source of employee scheduling information readily available for this review, staff used approved payroll and timekeeping records as the primary source of information in our estimates. As a result, the financial impacts presented should be considered directional estimates rather than final costs. Additional reconciliation would be necessary if the Board authorizes an option requiring employee-level adjustments. Any payroll corrections authorized by the Board would be implemented using the best available records and established payroll procedures.

There is no single “correct” resolution to this issue; the Board may take whatever action it deems necessary based upon the circumstances. For consideration, staff has narrowed options down to four potential approaches that represent different balances between adherence to existing policy, employee equity, administrative feasibility, financial impact, and stewardship of public resources.

Option A — Maintain Existing Payroll Treatment (Existing Policy; No Exception)

Continue to follow the Employee Handbook and maintain July 6 payroll records as currently processed, with no retroactive adjustment. Estimated additional budget impact: \$0

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Option B — Apply Emergency Facility Closure Compensation (Existing Policy; Requires Exception)

Authorize application of the Employee Handbook's existing Emergency Facility Closure compensation provisions to the July 6 operational disruption, notwithstanding that the procedural requirements for a formal closure were not satisfied. This would include applying the policy's time-and-a-half provision to qualifying employees who reported to work, restoring qualifying leave used by employees who did not report, and providing compensation for qualifying unpaid time. Estimated additional budget impact: up to \$88,000 (Rough estimate of \$45,000 for time-and-a-half for employees who worked, up to \$32,500 in leave time refunded to employees who utilized personal leave, and up to \$10,500 for employees who took unpaid time off)

Option C — Correct Documented Employee Losses (No Existing Policy; Targeted, Event-Specific Application)

Authorize targeted adjustments for employees who can be identified as having incurred a loss of accrued leave or wages as a result of the July 5 communication. This approach would seek to correct documented losses without broadly applying the Emergency Facility Closure provisions. Qualifying employees who used accrued leave to cover hours they otherwise would have worked would have that leave restored, while qualifying employees who took unpaid time would receive equivalent paid compensation. Employees who were already on approved leave would not receive an additional benefit, and employees who reported to work would not receive additional compensation under this option. Estimated additional budget impact: \$43,000 (Rough estimate of up to \$32,500 in leave time refunded to employees who utilized personal leave, and up to \$10,500 for employees who took unpaid time off)

Option D — Authorize a Broad Administrative Leave Remedy (No Existing Policy; Broad, Event-Specific Application)

Authorize a defined amount of administrative leave for the employee population established by the Board in recognition of the unique circumstances surrounding the July 6 operational disruption. Any such remedy would be specific to this event and would not modify the County's existing facility closure or leave accrual policy, nor would it establish a general procedure for future events. Estimated additional budget impact: Variable, depending on approach. (For illustrative purposes, the rough estimate if giving eligible non-exempt employees 8 hours of administrative leave would be \$133,000)

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Facility "Closure"

Date:
07/21/26

From:
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To:
**Board of
Commissioners**

Background

Following the cybersecurity incident discovered over the Independence Day weekend, County Information Technology staff determined that the County network would need to remain offline while the extent of the incident was assessed and appropriate response measures were implemented.

During that period, communications occurred among County leadership regarding operational expectations for the upcoming workweek. On the evening prior to the first scheduled workday, a countywide employee notification advised employees not to report to work, while also directing employees to contact their supervisors regarding work expectations. As a result of that communication, a number of employees and Department Heads understood that County facilities would not be operating under normal conditions on Monday and made staffing decisions accordingly.

Subsequent review indicates that no formal declaration or authorization to close County facilities under the County's Emergency Facility Closure policy was made by the officials identified in the Employee Handbook. The Chair of the Board has since indicated that it was not his intent to declare an emergency facility closure related to the cybersecurity incident.

Policy Considerations

The County Employee Handbook establishes a process for Emergency Facility Closures, including the authorization required to declare such a closure and the compensation available to affected employees when those conditions exist.

Based upon the information currently available, the circumstances surrounding Monday's operational disruption do not appear to satisfy the procedural requirements outlined in the Emergency Facility Closure policy. Accordingly, application of Facility Closure Leave under the handbook is not automatic. If the policy applied, any employees instructed to work automatically are paid time and a half, and non-exempt employee instructed not to work are given paid leave for the shift they missed.

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At the same time, the communications issued over the weekend created a reasonable expectation among some employees regarding whether they should report to work and whether the Emergency Facility Closure provisions would apply. As a result, Department Heads have requested policy direction from the Board regarding treatment of employee leave for that day.

Current Administrative Direction

Until the Board provides further direction, employees have been instructed to report their time based upon existing payroll procedures, utilizing available accrued leave or unpaid leave, as applicable. This approach preserves the ability to make payroll while allowing the Board to determine whether any adjustments should be authorized after considering the circumstances. If the Board authorizes the application of the facility closure provision, payroll staff is prepared to facilitate making the appropriate changes in the system.

Requested Board Action

Staff requests that the Board consider whether it wishes to authorize application of the Employee Handbook's Emergency Facility Closure leave provisions, or otherwise authorize equivalent paid leave, for employees affected by the operational disruption on Monday, July 7, 2026, notwithstanding that the procedural requirements for an Emergency Facility Closure do not appear to have been formally met.

If the Board determines that the Emergency Facility Closure provisions should not be applied, payroll will proceed under the County's existing leave policies as currently reported.

Discussion

The question before the Board is not whether the County experienced a significant operational disruption, but whether the Board wishes to extend the benefits associated with an Emergency Facility Closure under these unique circumstances despite the absence of a formal facility closure declaration.

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