

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: April 7, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Personnel
APPROVING PARTY: Margaret Long, Director
PHONE NUMBER: 530-289-2879

AGENDA ITEM: Discussion/adoption of revised resolution establishing interim personnel policies.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
See attached proposed revisions to Resolution 2020-032

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken</p>	<p><input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____</p>	<p>Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus</p>
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COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION ESTABLISHING INTERIM PERSONNEL POLICIES

RESOLUTION NO. 2020-

WHEREAS, currently the world is experiencing a pandemic related to the COVID-19 (Coronavirus), and

WHEREAS, the Governor of the State of California has declared a statewide emergency and issued orders concerning limitations on public gatherings, and

WHEREAS, school districts across the country and throughout the State of California are closing schools to prevent the spread of COVID-19, and

WHEREAS, school closures are impacting Sierra County employees who could not have anticipated these events and are left without day care, and

WHEREAS, the Board of Supervisors finds that it is in the best interest of the citizens and employees of Sierra County to prevent the spread of COVID-19 and to protect employees who have been left without recourse to care for their children during this public emergency.

NOW THEREFORE BE IT RESOLVED, that the Board of Supervisors, based on the foregoing, establishes that personnel policies and rules will be temporarily amended as stated below:

1. Employees¹ who can effectively perform the essential functions of their classification while working remotely from County facilities may work from home with permission of their Department Head, in concurrence with Human Resources. Employees so working will not be charged for leave time, but considered as working full time in their respective positions. Employee must comply with all County policies while working from home, including, but not limited to all Information Technology Policies and Telecommuting Policies

2. Employees coming in contact with COVID-19 shall voluntarily quarantine² in their homes for a period of fourteen (14) days. These employees may work from home, if possible, unless suffering from symptoms of the disease. Full-time employees on voluntary quarantine who cannot work shall be allowed to use 80 hours of paid emergency sick leave. Part-time employees shall be allowed emergency sick leave proportionate to the amount they work. Once this one-time sick leave is exhausted, the employee must use accrued sick leave or vacation leave during the quarantine period.

3. Employees who have minor children who are unable to attend school due to illness, quarantine or school closures due to COVID-19, and who cannot find other child care arrangements, shall be allowed to work from remotely under the terms of Section 1, or shall be allowed to use Emergency Family Medical Leave Act pay, sick leave or vacation leave during the necessary period. The employees must have the ability to work in a private and distraction free environment in order to be eligible to work from home under the terms of Section 1.

4. Emergency Sick Leave - For employees under quarantine and without sufficient leave to cover the quarantine period, the Board of Supervisors authorizes, with the approval of the Human Resource Director in each case, the accumulation of up to eighty (80) hours of negative sick leave, which will be made up by a percentage reduction in sick leave accruals over a period of one year from the lifting of the Governor's declaration of emergency.

Board of Supervisors authorizes, with the approval of the Human Resource Director in each case, the

1 Employee is defined as permanent full time or part time employees with the County.

2 Quarantine means isolated at home and under self-monitoring for symptoms of COVID-19. While employees are on quarantine, it is expected that they will remain only at home, unless they are visiting a health care provider.

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5. Under these interim rules and policies, with the exception of those working from home pursuant section 1, the Human Resource Director may require that the employee obtain medically certification ~~to that they~~ have or have been exposed to COVID-19 prior to or during their use of any emergency leave. They are also required to contact their Department Head twice a day to confirm their status.

6. County offices that do not have the ability to close to the public and allow employees to work remotely from home are authorized to make appropriate modifications to regular business operations as deemed necessary including limiting hours open to the public in order to reduce exposure.

7. The Board of Supervisors will reconsider this resolution during each regularly scheduled Board meeting following adoption and this Resolution shall sunset thirty (30) days from enactment.

8. The Human Resource Director, working through the county's official labor negotiator, shall establish contact with the ~~two-three~~ bargaining unit representatives to assure labor concurrence or suggested modifications of these interim policies. All personnel policies, rules and regulations not directly affected by this resolution shall remain in full force and effect.

ADOPTED by the Board of Supervisors of the County of Sierra, State. California on the ____ day of _____ 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

CLERK OF THE BOARD

COUNTY COUNSEL

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

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ADOPTED by the Board of Supervisors of the County of Sierra, State. California on the ___ day of _____ 2020 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

COUNTY OF SIERRA

BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

CLERK OF THE BOARD

COUNTY COUNSEL