



Board of County Commissioners Agenda Request

28
Agenda Item #

Requested Meeting Date: March 18, 2020

Title of Item: Adopt Resolution for Utilization of Paid Leave During a PH Emergency

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 min.
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Summary of Issue:

In accordance with guidelines from the Center for Disease Control and Minnesota Department of Health, Aitkin County staff are being asked to stay home if they are sick to slow the spread of COVID-19. Due to the fact that some staff may have already exhausted their paid leave, I am recommending adoption of the Utilization of Paid Leave During a Public Health Emergency Policy to address the issue. Please see the attached policy and resolution for consideration.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Resolution to adopt the Utilization of Paid Leave During a Public Health Emergency Policy.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED March 18, 2020

By Commissioner: xxxx

20200318-xxx

Utilization of Paid Leave During a Public Health Emergency Policy

WHEREAS, Conditions may occur where a disease, such as influenza or other contagious respiratory disease, has reached a World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) declaration of a public health emergency; and

WHEREAS, Under these circumstances, the County Administrator may invoke the Utilization of Paid Leave during a Public Health Emergency Policy to support employees who are sick to stay home.

THEREFORE, BE IT RESOLVED, That the Aitkin County Board adopts the Utilization of Paid Leave during a Public Health Emergency Policy.

Commissioner xxxx moved for adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of March, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of March, 2020

Jessica Seibert
County Administrator

Aitkin County
Utilization of Paid Leave during a Public Health
Emergency Policy

Policy

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the County Administrator shall have discretion to declare this policy as active.

If the County Administrator declares this policy to be active, exceptions to the collectively bargained paid leave benefits and related county policies would be permitted to the benefit of employees, as follows:

- An employee who has exhausted all paid leave would be allowed to go into the negative of up to 15 days of paid leave (up to a maximum of 120 hours, unless a greater amount is approved at the discretion of the County Administrator) for absence from work due to an infection of the public health emergency or to care for an immediate family member due to an infection of the public health emergency; and
- An employee may use any available paid leave, in the event where a family member's school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member

All other provisions of the collective bargaining agreements remain intact, including but not limited to those pertaining to paid leave benefits.

Scope

This policy applies to all County employees and is only in effect upon declaration by the County Administrator and it will remain in effect until the County Administrator declares it to be inactive. In making the decisions to invoke and end this policy, the County Administrator will consult with the Directors of Public Health & Human Services and Human Resources.

Responsibilities

Employees will receive a copy of this policy at the time that a declaration is made by the County Administrator that the policy is being activated. Supervisors will be asked to discuss the policy with their employees.

Background

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that

causes it. The Minnesota Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing influenza-like or respiratory symptoms associated with widespread transmission.

Unique circumstances may exist during a declared public health emergency that our collectively bargained agreements and policies do not provide adequate guidance. An example of this may be an immediate family member's school or care provider being closed due to a declared public health emergency.

Procedures

An employee can go into the negative up to 15 days of paid leave who meet the criteria below. The actual number of paid leave hours will be based on the employee's usual work schedule exclusive of overtime and may not exceed 120 hours, unless a higher level is approved by the County Administrator.

- County Administrator has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and
- Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
- Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; and
- Employee is within the time period the County Administrator has declared this policy to be active; and
- Employee has exhausted all of his/her accumulated sick leave, vacation leave, personal leave, pto, and compensatory time; and
- Employee has not already received the maximum balance allowed under this policy; and
- Employee has requested the paid leave hours to go into the negative in writing using the attached form.

The negative hours will automatically be taken from the employee's future accruals. This shall be accomplished by employees receiving half their paid leave accrual for available use while the other half is applied towards the advanced paid leave hours. Once the negative hours are paid back, all leave accruals will again be credited to the employee's balance at their full accrual rate. In the event the employee separates from Aitkin County before the negative hours have been repaid, the county will deduct the value of the remaining hours (number of hours owed times the employee's hourly rate of pay at separation) from the employee's last pay check.

Request for Negative Sick Leave during a declared Public Health Emergency

Name: _____ Department: _____

I am requesting negative sick leave accrual because:

- I am experiencing symptoms consistent with the declared public health emergency, or am needed to care for an immediate family member experiencing these symptoms; *and*,
- I am within the period the County Administrator has declared this policy to be active; *and*
- I have exhausted all of my accumulated sick leave, vacation leave, personal leave, pto, and compensatory time; *and*
- I have not already received the maximum allowed of 120 hours or pro-rated hours based on my regular work schedule.

The number of negative sick leave hours I am requesting is:

- A maximum of 120 hours because I usually work 120 or more hours per pay period, exclusive of overtime
- A maximum of pro-rated hours based on Policy / Union Contract.

I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated or used for any other purpose.

I agree that if negative leave hours are granted to me, the equivalent number of hours I used will be deducted from future accruals and that I will not have new accrued hours added to my leave balance until the negative hours have been fully paid back.

I agree that if I separate from Aitkin County employment before the negative hours are fully paid back, Payroll will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last pay check.

Employee's Signature: _____ Date: _____

APPROVALS:

Supervisor: Approved Denied-Reason:

Dept. Head: Approved Denied-Reason:

Human Resources Comments: