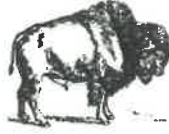


Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
January 2020
Involved Committees:
Human Resources
Finance

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 21-03-03

A RESOLUTION TO ADD ADDENDUM TO POLICY 206 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – LEAVES: FAMILY, MEDICAL, MILITARY AND EMERGENCY HEALTH LEAVE – CORONAVIRUS RESPONSE POLICY

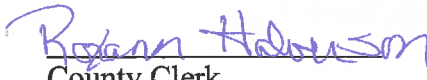
WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Families First Coronavirus Response Act (FFCRA) and associated paid leave expired on midnight on December 31, 2020; and,

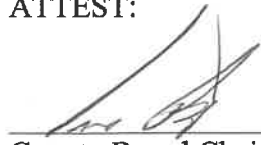
WHEREAS, the Human Resource Committee recommends adding an addendum to policy 206 of the Employee Handbook to alleviate some of the lost time incur due to COVID-19, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the addendum to POLICY 206 LEAVES: FAMILY, MEDICAL, MILITARY AND EMERGENCY HEALTH LEAVE – CORONAVIRUS RESPONSE POLICY of the Buffalo County Handbook. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution effective January 1, 2021 to June 30, 2021.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22 day of March, 2021.

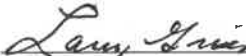

County Clerk

ATTEST:


County Board Chairperson

Respectfully Submitted:

Human Resources Committee


Larry Grisen



Mary Anne McMillan Urell

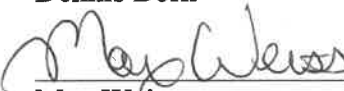

Donald A. Hillert


Nathan Nelson



Michael L. Taylor


Finance Committee


Dennis Bork


Max Weiss


Donald A. Hillert


Brad Schmidtkecht


David Danzinger

ANTICIPATED FINANCIAL IMPACT STATEMENT

2021 Budget

Unknown

Policy 206 ADDENDUM

LEAVES: FAMILY, MEDICAL, MILITARY AND EMERGENCY HEALTH LEAVE- CORONAVIRUS RESPONSE POLICY

Policy: The Families First Coronavirus Response Act (FFCRA) and associated paid leave expired at midnight on December 31, 2020. The following policy is implemented to alleviate some of the lost time incurred because of this pandemic.

Nothing in this policy creates any permanent modification to the current leave policies or any other employment policies in existence, nor does this temporary policy alter the at-will nature of employment. This policy may require revision as circumstances evolve and additional guidance and regulations are provided on these provisions. This policy is effective January 1 through June 30, 2021.

I. EMERGENCY HEALTH LEAVE:

Limited term emergency paid health leave benefit for all active employees outside of the Family Medical Leave Act if you are unable to work (or telecommute) because you:

1. Are subject to a Federal, State, or local quarantine or isolation order due to the COVID-19 virus. *This does not include self-isolation due to voluntary travel,*
2. Have been advised by a health care provider to self-isolate/quarantine due to concerns related to COVID-19,
3. Are experiencing symptoms of the COVID-19 virus (fever, cough, sore throat, shortness of breath) and are seeking medical diagnosis from a health care provider.

Note: This additional sick leave shall be reduced or eliminated on an hour for hour basis if future federal or state legislation requires employers to grant similar COVID-19 sick leave.

You will receive the following pay during this leave:

- Regular **full-time employees** will receive up to 80 hours of emergency paid health leave.
- Regular **part-time employee** leave will be prorated based upon your regular hours of work. Employees who work a variable work schedule, the average bi-weekly hours of work, over the preceding six-month period, will be utilized.
- PTO/Vacation/Compensatory Time does not accrue while an employee is using Emergency Health Leave.

- You do not need to use your other paid leave before you use this Emergency Paid Health Leave.
- Any unused Emergency Paid Health Leave will not carry over into 2022. *If separation from employment occurs in 2021, any unused Emergency Paid Health Leave is forfeited.*
- Fringe Benefits will continue as though actively working during this leave.
- Procedure for Requesting Leave and Certification. Employees shall give notice to the employer of the desire to use the available paid time. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Health Leave. Employee must complete the Emergency Paid Health Leave Request Form. Forms can be requested by calling or emailing Administration.
- Return to Work: Employees will not be required to provide a return-to-work notice unless specifically requested by Administration. Employees who experience virus symptoms the most recent guidance from the CDC will be applied to determine when an employee can return to work.
- Enforcement: Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing County policy. Consult with Administration regarding any questions or concerns

II. ACCRUED PAID TIME:

Employees who have exhausted their allocation of Emergency Paid Health Leave may be granted use of their accrued Compensatory Time, PTO, sick leave, holiday pay or Personal Savings Loan Bank (PSLB) (not allowed for personal travel and/or activities that would require a restriction from the workplace). Employees must use accrued Compensatory Time first prior to requesting other accrued paid time. The use of Personal Savings Loan Bank (PSLB) will only be granted if an employee has less than 200 hours of PTO or vacation/sick leave.

Employees who have exhausted their allocation of Emergency Paid Health Leave may be granted unpaid leave if they have no other accrued paid time.

III. ACCRUED PAID TIME TO CARE FOR OTHERS:

Employees who are caring for an immediate family member who has tested positive for COVID-19 may be granted use of their accrued Compensatory Time, PTO, sick leave, holiday pay or Personal Savings Loan Bank (PSLB) (not allowed for personal travel and/or activities that would require a restriction from the workplace). Employees must use accrued Compensatory Time first prior to requesting other accrued paid time. The use of Personal Savings Loan Bank (PSLB) will only be granted if an employee has less than 200 hours of PTO or vacation/sick leave.

Employees who have exhausted their allocation of Emergency Paid Health Leave may be granted unpaid leave if they have no other accrued paid time.