

EATON COUNTY BOARD OF COMMISSIONERS**March 18, 2020****RESOLUTION TO APPROVE ADDITIONAL LEAVE TIME
DURING THE COVID-19 EMERGENCY PANDEMIC****Introduced by the Ways and Means Committee**

Commission Brehler moved for the approval of the following resolution. Seconded by Commissioner Bowen.

WHEREAS, the World Health Organization declared a global pandemic on March 11, 2020; and

WHEREAS, the President of the United States declared a national state of emergency on March 13, 2020; and

WHEREAS, the Governor of Michigan declared a state of emergency on March 10, 2020; and

WHEREAS, in response to these declarations the County has taken extraordinary measures to ensure it is able to continue to fulfill its constitutional and statutory responsibilities and to protect the health and safety of its employees; and

WHEREAS, these measures include reducing service levels, conducting services by appointment and limiting access to the courthouse to those with an appointment; and

WHEREAS, the Board of Commissioners wished to ensure its employees are not adversely affected by this crisis.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners will grant all regular full and part-time employees an additional 80 hours of leave time, under the provisions of the Employee Emergency Pandemic COVID-19 Leave/Work Policy, to ensure employees are not adversely affected; and

BE IT FURTHER RESOLVED, the Controller/Administrator is directed to develop letters of understanding with the represented employee divisions to provide the same additional leave hours for these purposes.

BE IT FURTHER RESOLVED, the Chairman of the Board, Public Health Officer and the Controller/Administrator have authority to make changes to this policy as they agree upon and are needed in response to this very fluid public health emergency.

Commissioner Haskell moved to amend resolution changing the total number of leave from 40 hours to 80 hours of leave time. Commissioners Brehler and Deavers accepted the amendment. Seconded by Commissioner Bowen. Carried as amended.

Employee Emergency Pandemic COVID-19 Leave/Work Policy

The purpose of this policy is to define leave provided to employees of Eaton County during the Pandemic outbreak of the COVID-19, Coronavirus.

This policy applies to all regular full-time and part-time employees at their current rate of pay to provide compensation during unanticipated leave due to the COVID-19 Pandemic. Employees will receive a total 80 hours of leave time pro-rated based on regular hours worked added in an accrued leave category – Other Leave, to be used for current absences due to any of the following and will remain in the employee’s leave accrual if not used, for any future use:

- COVID-19 quarantine or diagnosis
- High risk categories for infection
- Sickness or caring for those that are sick in their household
- To address unanticipated child care circumstances, as a result of the Governor’s Executive Order closing all K-12 schools or closure of regular day care.
- Instructed not to report to work because they have been deemed non-essential by the Department Head or Elected Official.
- Had their work schedule altered to reduce staffing as deemed necessary by the Department Head or Elected Official.

Employees deemed essential by their Department Head or Elected Official and are able to perform their job functions remotely should be authorized to work remotely. Department Heads must receive the approval of the Controller/Administrator prior to authorizing an employee to work remotely.

All essential employees who cannot perform their job functions remotely are expected to report to work unless any of the above applies, if an employee chooses not to report to work, they will use these other leave hours to be compensated.

Employees exhibiting are encouraged to contact their primary care physician if they are exhibiting the following symptoms:

- Fever
- Cough
- Shortness of breath

Employees exhibit these symptoms at work may be directed to go home and utilize these other leave hours.

While this policy is in effect, all other qualified leaves of absences will apply.