



# **RESOLUTION No. \_\_\_\_\_**

## **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

### **RESOLUTION RATIFYING LEAVE AND REIMBURSEMENT POLICIES RELATED TO THE COVID-19 PANDEMIC ON BEHALF OF EMPLOYEES OF THE COUNTY OF NEVADA**

WHEREAS, the origination of the novel COVID-19 (“Coronavirus”) in Wuhan City, Hubei Province, China in December 2019, has spread to a growing number of countries, including cases reported throughout the United States, constituting a global COVID-19 pandemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California Proclaimed a State of Emergency to exist in California due to the current and potential impacts caused by COVID-19 and to combat the spread of COVID-19 broadly; and

WHEREAS, on March 20, 2020, the Governor of the State of California issued Executive Order N-33-20, directing all residents heed the current State public health directives, including all individuals living in the State of California to stay at their home or at their place of residence (i.e. “Shelter in Place”) until further notice, except those Californians working in 16 identified critical infrastructure sectors; and

WHEREAS, the impacts on the employees of the County of Nevada, resulting from the COVID-19 outbreak and the Governor’s order that individuals remain in their homes or residences until further notice, has necessitated the County Executive Officer, for the County of Nevada, to take actions to promote the health, welfare and productivity of County of Nevada employees during this emergency; and

WHEREAS, these actions taken by the County Executive Officer apply to eligible permanent, part-time, and temporary employees, and include (i) teleworking from home, to include a \$25.00 stipend per pay period to cover costs of personal equipment use and utilities; (ii) up to 80 hours of Emergency Time Off (ETO), (iii) and regular employee access to an Employee Leave Bank allowing employees who exhaust their leave balances during the COVID-19 emergency to borrow up to 80 hours of sick or personal leave time subject to repayment through their future leave accruals; and

WHEREAS, on March 18, 2020, the H.R.6201 Families First Coronavirus Response Act was signed into law providing protected leave and pay for employees through the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, as more fully described in the attached Exhibit “B”; and

WHEREAS, these actions are appropriate and reasonable measures related to the promotion of effective County governance through a healthy and stable County workforce during the COVID-19 emergency.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Nevada, State of California, that the actions of the County Executive Officer set forth the in the recitals above, and as more fully outlined the policies attached hereto, are hereby ratified as follows:

1. Eligible permanent, part-time, and temporary employees of the County of Nevada shall be permitted to telework from home upon approval of the County Executive Officer or designee, to include a \$25.00 stipend per pay period to cover costs of personal equipment use and utilities, as set forth in the attached Exhibit "A" Telework Policy and Procedures, which are hereby approved and adopted.
2. Eligible permanent, part-time, and temporary employees shall receive up to 80 hours of Emergency Time Off (ETO), as set forth in the attached Exhibit "B" Resources and Policies for Employees Related to the COVID-19 Pandemic, which are hereby approved and adopted.
3. Eligible regular employees who have exhausted their leave balances during the COVID-19 emergency shall have access to an Employee Leave Bank to borrow up to 80 hours of sick or personal leave time subject to repayment through the employee's future leave accruals, as set forth in the attached Exhibit "B" Resources and Policies for Employees Related to the COVID-19 Pandemic, which are hereby approved and adopted.
4. The County Human Resources and Auditor Controller are directed to administer the Emergency Leave Bill H.R. 6201: the Families First Coronavirus Response Act mandating Emergency Sick Leave and the Emergency Family and Medical Leave Expansion Act, effective April 1, 2020 through December 31, 2020, as more fully detailed in the attached Exhibit "B" Resources and Policies for Employees Related to the COVID-19 Pandemic. The County Human Resources and Auditor Controlled are authorized to implement any amendments to the Acts mandated prior to their sunset on December 31, 2020 to be compliant with the law.
5. The Director of Human Resources and Auditor-Controller for the County of Nevada are authorized to take all actions necessary to carry out these policies.