

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF ALAMOSA COUNTY

RESOLUTION NO: 2020-G-6

RE: RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALAMOSA COUNTY REGARDING TEMPORARY ADJUSTMENTS TO THE ALAMOSA COUNTY WORK SCHEDULE AND LEAVE POLICY RELATED TO THE COVID-19 PANDEMIC.

Commissioner Sigmond moved for the adoption of the following resolution.
Commissioner Allen seconded the motion.

WHEREAS, on Tuesday, March 10, 2020, Governor Jared Polis declared a state of emergency due to the novel coronavirus (“COVID-19) outbreak; and

WHEREAS, on Friday, March 13, 2020, the President of the United States declared a National Emergency due to COVID-19; and

WHEREAS, on Monday, March 16, 2020, Alamosa County declared a local disaster emergency; and

WHEREAS, On Wednesday, March 25, 2020, Governor Jared Polis issued a “stay-at-home” order for the entire state; and

WHEREAS, more cases of COVID-19 are being confirmed on a daily basis and are likely to continue to spread across the state; and

WHEREAS, The Board of County Commissioners for Alamosa County understands the need to continue to conduct County business in as safe a manner as possible for citizens and employees; and

WHEREAS, The Board of County Commissioners for Alamosa County is concerned for the well-being of its employees and takes the following actions to temporarily adjust the work schedule and leave policy for Alamosa County employees in response to the COVID-19 pandemic

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Alamosa County, Colorado makes the following temporary adjustments:

1. **Work Schedule:** In order to comply with Federal and State mandates, and to preserve the workforce of Alamosa County, employees shall adhere to the following adjustments regarding work schedules and leave:
 - a. As determined in the sole discretion of the Elected Official or Department Head, all employees that have the capability to work from home shall do so.
 - b. As determined in the sole discretion of the Elected Official or

Department Head, all employees not capable of working from home shall report to work on their normal work schedule subject to the following:

- i. All Departments must continue to maintain social distancing. If it is determined by the Elected Official or Department Head that social distancing cannot be maintained with a full staff, the Department Head shall develop a rotation of staff in order to comply with the social distancing requirements. (minimum of 6 feet apart).
 - ii. The rotation of staff shall consist of “onsite” and “offsite” status. When an employee is determined to be “offsite,” the employee shall be available to report “onsite” within one (1) hour of notification of the Elected Official or Department Head. The employee will fully comply with the “Stay-at-Home” order while on “offsite” status and make every effort to reduce their exposure to the public. Employees who violate any public health order or state mandate while working “offsite” may be subject to disciplinary action, including but not limited to, termination.
 - iii. The Elected Official or Department Head shall make every effort to develop a rotation schedule that provides an equal amount of “onsite” and “offsite” work loads for each employee in the department that is not capable of working from home.
 - iv. Employees working “onsite” or “offsite” shall be paid their normal working wages, and accrue benefits per the Alamosa County Leave Policy.
- c. Notwithstanding the above, In order to maintain proper control of the facilities all Departments must have a minimum of two (2) employees “onsite” during normal working hours (8:00am – 4:30pm M-F). “Onsite” includes employees away from the physical facility for offsite duties.
 - d. Departments with weekend responsibility shall continue to operate as normal subject to maintaining proper social distance.

2. **Leave Policy:** In order to comply with the **Families First Coronavirus Response Act**, Alamosa County makes the following adjustments to the Alamosa County Leave Policy:

- a. **Emergency Paid Sick Leave:** An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework.
 - i. Employees eligible for emergency paid sick leave due to COVID-19 shall be paid as follows:
 1. In the event the employee is subject to an individual isolation or quarantine order; has been advised by a health care provider to self-quarantine; or is experiencing symptoms of COVID-19; the employee shall receive 100% of pay for up to two weeks at their regular rate of pay. Part-time employees shall receive a two-week

equivalent based on the average of their previous six (6) months. No accrued sick leave will be deducted.

- a. Wages under this section are capped at \$5,110 total. Alamosa County will not enforce a daily cap.
2. In the event the employee is caring for an individual who is subject to one of the events above; or is experiencing any other substantially-similar condition as specified by the U.S. Department of Health and Human Services, the employee shall receive 2/3's of pay for up to two weeks at their regular rate of pay. Part-time employees shall receive a two-week equivalent based on the average of their previous six (6) months. No accrued sick leave will be automatically deducted.
 - a. Wages under this section are capped at \$2,000 total. Alamosa County will not enforce a daily cap.
 - b. Any employee eligible to receive pay under section (2) above may elect to utilize 1/3 day of accrued leave (if available) to receive full pay.
 - c. Employees with no available accrued leave may borrow up to 75-80 hours depending on their work schedule to cover unpaid leave.
 - d. Unpaid borrow leave will be paid back on a monthly basis as it is accrued.
 - e. In the event that the employee is separated from employment prior to paying back borrowed leave, the equivalent amount of pay will be deducted from the employee's final paycheck.
3. Employees will designate the leave on the county's leave form as "COVID-19" and return it to their supervisor.
4. When on leave under this section, employees shall continue to follow all federal, state, and local guidelines.
5. When the employee is able to return to work, they shall notify their supervisor, who shall notify human resources.
- b. **Emergency Family Medical Leave:** An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework.
 - i. Employees eligible for emergency family medical leave due to COVID-19 shall be paid as follows:
 1. In the event the employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons shall receive 2/3 of pay for up to twelve (12) weeks.
 - a. The first ten (10) days of leave under this provision is unpaid. However, employees who have accrued sick, vacation or comp time **MUST** use this leave to cover this period of time if available.

- b. Wages under this section are capped at \$12,000 total. Alamosa County will not enforce a daily cap.
 - c. Any employee eligible to receive pay under section (2) above may elect to utilize 1/3 day of accrued leave (if available) to receive full pay.
 - d. Employees with no available accrued leave may borrow up to 75-80 hours depending on their work schedule to cover unpaid leave.
 - e. Unpaid borrow leave will be paid back on a monthly basis as it is accrued.
 - f. In the event that the employee is separated from employment prior to paying back borrowed leave, the equivalent amount of pay will be deducted from the employee's final paycheck.
2. Employees must fill out the county's EFMLA leave form and return it to human resources.
 3. During EFMLA, the employee will contact their supervisor every two (2) weeks of their intent to return to work.
 4. When on leave under this section employees shall continue to follow all federal, state, and local guidelines.
 5. When the employee is able to return to work, they shall notify their supervisor, who shall notify human resources.

Nothing shall modify the Alamosa County Personnel Handbook, including policies and procedures excepted as set forth herein. All non-related COVID-19 leave shall be in accordance with Alamosa County's standard policies and procedures. This policy shall not apply to Alamosa County Sheriff or Alamosa County Public Health as set forth in the Family First Coronavirus Response Act, §3105 and §5102.

The Board of County Commissioners may modify this Resolution as deemed necessary for the health and welfare of its employees and the county.

Roll call vote resulting in approval:

Done this 31st day of March, 2020.

BOARD OF COUNTY COMMISSIONERS OF
ALAMOSA COUNTY

(S E A L)

By _____
Michael Yohn, Chairman

ATTEST:

Belina Ramirez, Deputy Clerk of the Board