

BEFORE THE BOARD OF COUNTY COMMISSIONERS

RESOLUTION 2020-20

IN THE MATTER OF ADOPTING A TEMPORARY COUNTY LEAVE POLICY DUE TO A COUNTYWIDE DECLARED EMERGENCY.

WHEREAS, Columbia County has declared an Emergency due to the COVID-19 virus and wishes to authorize temporary changes to County policy for leave due to office closures for non-essential County services and/or changes in work schedules to maintain the health and safety of County employees and the general public; and

WHEREAS, said Columbia County Commissioners authorize the following policy changes to be in effect until the emergency is declared over or December 31, 2020, whichever comes first;

BE IT HEREBY RESOLVED by this Board of Columbia County Commissioners that the following temporary leave policies are authorized:

1. Employees who test positive for COVID-19 will be sent home or asked to remain home and will be on paid administrative leave for three (3) weeks;
2. Employees who have been placed in a mandatory quarantine, will be on paid administrative leave for two (2) weeks;
3. Employees with symptoms consistent with COVID-19, such as fever, cough, and shortness of breath, will be on paid administrative leave until seventy-two hours after the symptoms have resolved or three (3) weeks, whichever comes first;
4. If the County closes in its entirety, or in part, due to COVID-19, employees will be on paid administrative leave for up to two (2) weeks;
5. Employees that need to assist with the care of other family members who are either diagnosed with COVID-19 or are under quarantine may use their existing sick leave balances to stay home;
6. Employees that have family members they take care of that have compromised immune systems can remain home to help with not carrying the virus home to family members and can use their sick leave accruals;
7. Employees with children that need parents at home due to school or daycare closures will be allowed to use sick leave accrual balances during the closures;
8. Any state or federal regulations conferring similar benefits due to the COVID-19 virus will run concurrently with the above County Temporary Policies;
9. Any non-medical leave requests are subject to management approval to enable continued operations.
10. Modified work conditions such as working remotely from home to implement safe distancing measures to protect employee and the general public are paid as regular worked hours.

All employees taking administrative leave will add a line item to their timesheet to track and report hours to the County Payroll Administrator for proper coding and tracking of temporary leave payments to provide the County the ability to seek and receive the maximum

reimbursement allowable under the emergency declaration order. The following leave codes are to be utilized to account for hours taken under this temporary leave policy:

Hourly Employees Administrative Pay Code

Salaried Employees Administrative Leave Code

BE IT FURTHER RESOLVED, that this Board of Columbia County Commissioners resolved unto itself the power and authority to revise, delete and add any temporary policy provisions noted above, all in accordance with applicable laws, necessary to maintain the health and safety of county employees and the general public.

PASSED AND ADOPTED by the Columbia County Board of Commissioners, State of Washington, this 31, day of March, 2020.

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, WASHINGTON**



Charles L. Amerein, Chairman



Michael A. Talbott, Commissioner



Ryan R. Rundell, Commissioner

Attest: 

Leanne J. Peters
Clerk of the Board