

UINTA COUNTY BOARD OF COUNTY COMMISSIONERS

RESOLUTION 20-____

WHEREAS, The Uinta County Board of County Commissioners have determined that a Respiratory Disease Pandemic Plan to address the COVID-19, also known as SARS-CoV-2, crisis currently facing Uinta County; and

WHEREAS, the Uinta County Board of County Commissioners supports a sick leave policy that does not penalize sick employees, thereby encouraging employees who have disease-related symptoms (e.g., fever, cough, or shortness of breath) to stay home so that they do not infect other employees; and

WHEREAS, the Uinta County Board of County Commissioners also recognizes that employees may need to stay home with ill family members to provide care. To the greatest extent possible, Uinta County will allow employees to stay home to take care of ill family members. However, critical staff may be asked to report to work during a pandemic in order to support the mission and goals of the court. This may include working in shifts or teleworking; and

WHEREAS, the Uinta County Board of County Commissioners further encourage, when feasible, the web-based access to internal drives and paperwork may be employed by Uinta County in order to allow non-critical employees to work from home during a pandemic when possible. Allowing non-critical staff to work from home during pandemics accomplishes three things. First, staff can continue to work and receive pay. Secondly, it allows for staff to care of ill family members and continue to work. Finally, to minimizes public gatherings so that staff have less opportunities to become infected themselves.

NOW, THEREFORE, BE IT RESOLVED by the Uinta County Board of Commissioners that the following Staffing Policy will amend and supplement the Employee Benefit provisions within the Uinta County Employee Policy & Procedure Manual during this pandemic period for COVID-19, also known as SARS-CoV-2:

1. **Scenario 1: Employee is ill.** Staff member must stay home until healthy. The employee will use sick leave and then vacation leave to cover the days not worked. If the employee does not have enough sick or vacation leave available, he or she can use up to five days of leave prior to accrual (in other words, the employee can go “in-the-hole” up to five days). Further sick leave will be unpaid. During an unpaid leave in excess of 10 business days, vacation, sick leave and holiday pay will not be accrued. During this pandemic policy only, employees on unpaid leave will only be required to pay for his or her portion of insurance premiums so long as such leave does not exceed 20 days.
2. **Scenario 2: Employee must stay home to care for ill immediate family member(s).** The employee will use sick leave and then vacation leave to cover the days not worked. If the employee does not have enough sick or vacation leave available, he or she can use up to five days of leave prior to accrual (in other words, the employee can go “in-the-hole” up to five days). Further sick leave will be unpaid. The employee may make arrangements with his or her supervisor to work from home, at the discretion of the elected official or department head. These hours worked must be tracked and will be paid accordingly. During an unpaid leave in excess of 10 business days, vacation, sick leave and holiday pay will not be accrued. During this pandemic policy only, employees on unpaid leave will only be required to pay for his or her portion of insurance premiums so long as such leave does not exceed 20 days.

3. **Scenario 3. Employee refuses to come to work for fear of being exposed.** The employee may make arrangements with his or her supervisor to work from home, at the elected official or department head's discretion. Hours worked must be tracked and will be paid accordingly to a forty (40) hour work week. Hours not worked and documented will be deducted from monthly salary. If an employee cannot work from home due to the nature of his or her position, he or she must use annual or comp leave for the days not worked. Sick leave can only be used on a case-by-case basis, in which the employee's own personal health situation will be considered. Once such annual or comp leave has been exhausted, at the elected official or department head's discretion, may elect to take unpaid leave. During an unpaid leave in excess of 10 business days, vacation, sick leave and holiday pay will not be accrued. During this pandemic policy only, employees on unpaid leave will only be required to pay for his or her portion of insurance premiums so long as such leave does not exceed 20 days.

4. **Scenario 4. Employee refuses to work due to need to care for children during school closure(s).** The employee may make arrangements with his or her supervisor to work form home, at the elected official or department head's discretion. Hours worked must be tracked and will be paid accordingly to a forty (40) hour work week. Hours not worked and documented will be deducted from monthly salary. If an employee cannot work from home due to the nature of his or her position, he or she must use annual or comp leave for the days not worked. During an unpaid leave in excess of 10 business days, vacation, sick leave and holiday pay will not be accrued. During this pandemic policy only, employees on unpaid leave will only be required to pay for his or her portion of insurance premiums so long as such leave does not exceed 20 days.

BE IT FURTHER RESOLVED that situations involving a pandemic can be unpredictable. Exceptions may be made to this policy on a case-by-case basis in order to accomplish the mission of Uinta County and to insure the safety of our elected officials and employees. This policy shall remain in place until April 7, 2020, and may be extended or modified at that time.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2020.

Eric South, Chairman
Uinta County Commission

ATTEST: _____
Amanda Hutchinson,
Uinta County Clerk