

**Shelby County COVID-19 Employee and Operations Policy**

**Retro to: 01/01/2022**

The Board of Commissioners continue to place the highest priority on the health, safety and wellbeing of the Shelby County community AND its employees, while protecting the continuity of essential county functions.

**Effective Saturday, January 1<sup>st</sup>, 2022** and extending through December 31<sup>st</sup>, 2022 Shelby County's workplace policies are being enhanced for those employees under the Board of Commissioners' Employee Handbook, regardless of current length of employment or full/part-time status. These enhanced policies do not automatically apply to employees of 24/7 or emergency operations; those employees should consult their Department Head/Elected Official/Supervisor for further instructions.

**Public Health Leave**

The purpose of this policy is to provide employees with **supplemental leave** that is distinct from and in addition to benefits accrued pursuant to county policy. It is in the best interest of all county employees to avoid the spread of COVID-19 in the workplace and in our community. Accordingly, the county's intent in providing this Public Health Leave is to reduce the risk of transmission of COVID-19 in the workplace. Employees who are able are expected at work as scheduled, with the following Exceptions:

- 1) Employees who have a current diagnosis of COVID-19 – retro to 1/01/2022
- 2) Employees who are engaged in primary caregiving, because of a COVID-19-related closing of a school or other care facility or care program, for a child unable to provide self-care (if two or more caregivers living in the same home are county employees, only one caregiver is eligible for Public Health Leave per day); - retro to 1/01/2022
- 3) Employees who are under quarantine at the instruction of a healthcare provider (submit documentation) or by their Department Head/Elected Official to prevent the spread of COVID-19 – retro to 1/01/2022

Employees who meet one of the exceptions above will be granted **five (5)** paid Public Health Leave days paid at 100% of their regular rate of pay. Employees are expected to return to work if they no longer meet the exception or this policy is altered, whichever comes first.

Intermittent leave (i.e., leave for a time period less than a full workday) may be permissible on a case-by-case basis, to be determined at the sole discretion of the Department Head or Elected Official. Additionally, if alternate work arrangements are approved by their supervisor (e.g. flex time or remote work), employees are eligible for their regular rate of pay for documented hours worked. Any unused Public Health Leave days will expire at discontinuance of this policy on 12/31/2022.

Employees must have a **Public Health Leave Form** signed by their Department Head or Elected Official **on file with the Auditor's Office (payroll/attendance) to receive up to 5 paid benefit days under this policy.**

Employees who knowingly falsify eligibility may be subject to disciplinary action up to and including termination. **The county may require an employee who uses Public Health Leave to provide certification that the Public Health Leave was used for a proper purpose/Covid-19.**

If an employee is a primary caregiver to a dependent child who is covid positive and/or has a covid related closing of a school or other care facility or care program, and the school closure occurs when the employee already had scheduled the use of benefit time, the employee must use their benefit time as planned if they do not report to work. (e.g. If an employee had already planned to be off for spring break, and a

school or care facility closure overlaps with already approved benefit time, the employee must use their benefit time as scheduled.)

**Modifications to Normal Operations**

While the primary goal is to keep operating as normal as possible, there may be situations in which temporary modifications to department operations or service offerings must take place. Departments should enact social distancing practices (separation of at least six feet) where possible. This may also lead to limits on public interactions with your department, an employee mask requirement, and/or daily temperature checks for fever. Please balance these considerations with the goal of ensuring continuity of operations.

This policy is not intended to establish a precedent for how similar emergency situations will be addressed in the future. Furthermore, this policy addresses absences for reasons associated with preventing or containing the spread of COVID-19 **and does not cover absences for any other reason.**

Employees will not be paid for unused Public Health Leave days while they are employed or at termination.

**This policy is subject to modification by the Board of Commissioners. Changes in policy will be communicated to employees as best as possible.**

Kevin Nigh, Commissioner




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Don Parker, Commissioner



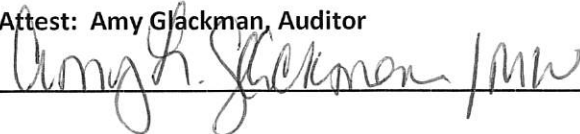
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Chris Ross, Commissioner



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Attest: Amy Glackman, Auditor



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# 2022 - PUBLIC HEALTH LEAVE FORM AFFIDAVIT

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

I am requesting Public Health Leave for the following reason (check all that apply):

- I have a current diagnosis of COVID-19
- I am engaged in primary caregiving, because of the COVID-19-related closing of a school or other care facility or care program, for a child or other individual unable to provide self-care (if two or more caregivers living in the same home are county employees, only one caregiver is eligible for Public Health Leave per day)
- I am under quarantine at the instruction of a healthcare provider (submit documentation) or by my Department Head/Elected Official in order to prevent the spread of COVID-19

I attest that I meet one or more of the eligibility criteria outlined above and as explained in the **Shelby County COVID-19 Employee and Operations Policy**. I acknowledge that providing false information may subject me to disciplinary action, up to and including termination.

## **SIGNATURES**

**Return completed form to your Department Head/Elected Official and forward a copy to the Auditor's office along with your pay sheet.**

Employee \_\_\_\_\_

Date \_\_\_\_\_

Department Head/Elected Official \_\_\_\_\_

Date \_\_\_\_\_

\*Maximum of 5 days in 2022 – PHL benefit - See resolution number: 2022-

Notes and/or Dates of leave used: