

ORDINANCE NO. 03-16-20-A

An Ordinance Temporarily Amending the Personnel Policy of Hamilton County, Indiana

WHEREAS, the Board of Commissioners of Hamilton County is aware of the issues concerning the COVID-19 Virus in the United States; and,

WHEREAS, the Board of Commissioners of Hamilton County believe it is necessary to provide an additional benefit in the Personnel Policy of Hamilton County to assist the employees in the County to deal with some of the issues resulting from the national efforts to minimize the COVID-19 issues.

IT IS THEREFORE ORDAINED by the Board of Commissioners that the Personnel Policy of Hamilton County, as contained in the Employee Handbook of Hamilton County, is temporarily amended to include the following:

COVID-19 LEAVE BENEFIT

Beginning on March 16, 2020, Hamilton County will provide paid COVID-19 leave benefits to eligible employees as follows:

1. The purpose of this Leave is to provide additional paid leave for eligible employees who face direct and verifiable exposure to COVID-19, who have been directed to self-quarantine; who develop valid symptoms of the virus; and/or must provide care to their school-age children under the age of thirteen (13) years old, or children over age thirteen (13) with disabilities, when classes and/or day care are cancelled (Child-Care Leave). All Leave under this policy must be approved by the Elected Official/Department Head.
 - (a) Each full-time employee will be given a COVID-19 Leave bank in the following manner, which may be increased at the County's sole discretion.
 - a. 75 hours - Employees scheduled 1950 annual hours
 - b. 80 hours - Employees scheduled 2080 annual hours
 - (b) An eligible part-time employee shall receive a leave bank of 58 hours if they have met the following conditions:
 - a. Worked at least an average schedule of twenty-two and one-half (22 ½) hours per week since December 14, 2019; or
 - b. New employees hired on December 15, 2019, or after who have worked at least an

average of twenty-two and one-half (22 ½) hours per week from the date of hire until they request leave under this policy.

- c. The Board of Commissioners may increase this leave at the County's sole discretion.
 - d. Seasonal, part-time and temporary employees who do not meet the above requirements, are not eligible for COVID-19 Leave.
2. Employees will not be paid for unused Covid-19 leave benefits while they are employed or at termination.
 3. All COVID-19 Leave authorized and taken by an employee will be deducted from his or her COVID-19 Leave bank.
 4. Approved requests for leave under this policy shall be on a signed COVID-19 Leave affidavit form as provided by the Payroll Department of the Auditor's Office. All forms must be returned to the Elected Official/Department Head for approval and forwarded to the Payroll Department of the Auditor's Office on the bi-weekly payroll voucher and to the Human Resources Department upon completion.
 5. COVID-19 Leave may be taken prior to the use of an employee's PTO or sick leave.
 6. COVID-19 Leave may be authorized in the following circumstances:
 - i. An employee's minor child/children attend a school that is closed due to threat of COVID-19, and the parent and/or legal guardian needs to care for the child/children. This leave is not to be utilized during the school break periods (such as spring break).
 - ii. An employee or a member of his or her household or immediate family has tested positive for COVID-19.
 - iii. An employee or a member of his or her household or immediate family is presenting symptoms of COVID-19 or has worked, attended school, or has otherwise had sustained contact with a person who has tested positive for, or has been otherwise diagnosed as having, COVID-19.
 - iv. An employee or a member of his or her household has recently returned from a foreign country that has received a CDC Level 3 Travel Health Notice and is thereby advised to self-quarantine.
 - v. An employee or a member of his or her household or immediate family is informed by a public health agency that he or she has been exposed to another person who has tested positive for COVID-19.
 - vi. An employee at elevated risk due to pregnancy, age (over 60),

compromised immune system, or chronic health condition who has been advised by a doctor or other health care professional to self-quarantine.

7. All COVID-19 Leave shall be subject to the following conditions:
- a. Employees who are healthy, and have not been exposed to the COVID-19 virus, or do not have children under the age of thirteen (13) requiring home child care by the employee are expected to report to work as scheduled unless they have been approved to work from home.
 - b. All employees who utilize COVID-19 Leave and/or Child Care Leave under this provision are encouraged to seek opportunities to Work from Home and/or develop a Flexible work schedule to reduce use of time under this policy and meet departmental staffing needs. All time working from home and/or flex time is subject to approval from an employee's direct supervisor.
 - c. Employees must complete and return all appropriate forms for compliance of the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA) to the Human Resources Department when applicable under this leave provision.

The terms of this Ordinance may be terminated or amended by the Board of Commissioners of Hamilton County without prior notice.

This Ordinance shall be effective on March 16, 2020, and is executed on this date pursuant to a motion passed on March 12, 2020.

ALL OF WHICH IS ORDAINED by the Board of Commissioners of Hamilton County on the 16th day of March, 2020.

BOARD OF COMMISSIONERS
OF HAMILTON COUNTY


Christine Altman


Mark E. Heirbrandt


Steven C. Dillinger

ATTEST:


Robin M. Mills, Auditor