

March 20, 2020 Human Resources recommendations for paid administrative leave

Grand Forks County Human Resources recommends the County Board of Commissioners authorize the use of paid administrative leave for medical and school closure related situations under the following rules until the new Families First Coronavirus Response Act goes into effect. (The process will be reviewed once federal guidance is available and any required modifications will be made to be in compliance.)

****Note:** Grand Forks County Human Service Zone employees are excluded from this process and will be handled according to the State Merit System and Administrative Code.

- Medically related and school/daycare closure
 - Self-Quarantine due to exposure to COVID-19. Contact ND Department of Health for risk determination at 1-866-207-2880.
 - Employees must contact Human Resources to provide documentation
- Care for a family member ill with COVID-19
 - Must contact Human Resources to provide documentation
- Care for a family member with autoimmune related illness.
 - Must contact Human Resources to provide documentation
- Employees who contract COVID-19
 - Must contact Human Resources and Public Health to ensure case is documented
- Employees who are ill with undiagnosed illness (to prevent possible exposures)
- Care for a school-aged child(ren) due to school closures
 - Department heads will work with these employees as to the availability to work from home or work partial/scattered shifts as much as possible

Employees will still be expected to utilize sick leave for leave unrelated to COVID-19 including:

- Broken bones, sprains, strains, or other injuries
- Maternity/Paternity Leave
- General Surgery
- Any other circumstance that cannot be tied to COVID-19

Employees will still be expected to utilize vacation leave for requested time off that is not medically related.

Employees Working remotely

- Department heads will determine which positions and job duties qualify to work remotely
- Job duties may be shifted between in office and remote employees as appropriate to ensure as many people continue working as possible
- All employees working remotely will be paid their regular salary base for the time worked
- Employees who are unable to work from home for reasons not medically or school/daycare closure related will be paid administrative leave at 100% of their regular salary