



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Staff Report

File #: 21-4113

Agenda Date: 8/10/2021

Agenda #: 3.

		YES	NO	ABSTAIN
	Judge Lina Hidalgo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. Rodney Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. Adrian Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To:	Harris County Commissioners Court	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. Tom S. Ramsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. R. Jack Cagle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through:	Shain Carrizal, Senior Director of Human Resources & Risk Management			
Prepared By:	Shain Carrizal, Senior Director of Human Resources & Risk Management			

Subject: Temporary Amendment to the Harris County Personnel Policies and Procedures in response to the COVID-19 pandemic
Project ID (If applicable):

Purpose and Request:

Request by Budget Management for approval to temporarily amend the Harris County Personnel Policies & Procedures beginning on August 14, 2021 and ending after December 31, 2021 to provide up to 80 hours of paid leave to regular employees who tested positive for COVID-19 and unable to work or telework due to being required to self-quarantine or being sick with COVID-19 and have exhausted their paid leave.

Background and Discussion:

Because of the recent elevated threat level, providing additional leave for those regular employees who have no paid time off, supports the wellness of Harris County employees and assists with stopping the spread of COVID-19 by promoting employees to get tested and seek treatment for COVID-19 without the financial concern of having no paid time off.

Fiscal Impact:

The fiscal impact is projected to be minimal since the amendment only applies to regular employees who do not have any paid time off and who test positive for COVID-19. A similar policy was implemented in 2020, and only nine employees used the additional leave.

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: [Please division where expenditure]	N/A	N/A	N/A
Existing Budget	N/A	N/A	N/A
Additional Appropriation	N/A	N/A	N/A
Total Expenditures	N/A	N/A	N/A
Funding Sources			
Existing Department Budget	N/A	N/A	N/A
General Fund	N/A	N/A	N/A
All Other Funds	N/A	N/A	N/A

Total Sources	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
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Alternatives:

N/A

Alignment with Strategic Objective:

N/A

Attachments:

Temporary Amendment to Harris County Personnel Policies & Procedures

Temporary Amendment to the Harris County Personnel Policies and Procedures Order

Presented to Commissioners Court

August 10, 2021

Approve: **G/E**

Temporary Amendment to Harris County Personnel Policies & Procedures

This section has been adopted to provide paid leave for eligible regular employees who test positive for COVID-19 and are unable to work or telework due to being sick with COVID-19 or are required to self-quarantine due to testing positive for COVID-19 and have no available paid leave. This section is effective beginning on August 14, 2021 and ending on December 31, 2021.

Qualifying Events

- (1) The employee has tested positive for COVID-19, has been advised by a health care provider to self-quarantine due to testing positive for COVID-19 and is unable to work or telework; or
- (2) The employee has tested positive for COVID-19, is experiencing symptoms of COVID-19 and is seeking medical care for the COVID-19 symptoms.

Eligibility

To be eligible for COVID-19 sick leave under this section, an employee must:

- (1) be a Regular Position (full-time) employee;
- (2) have been advised by a healthcare provider to self-quarantine due to testing positive for COVID-19, including if experiencing symptoms of COVID-19, and be under the care of a health care provider;
- (3) be unable to work or telework due to testing positive for COVID-19; and
- (4) be out of all available paid leave and actually at risk of being docked.

Employees who are out on approved leave not related to COVID-19 are not eligible for additional COVID sick leave hours.

Amount of COVID-19 Sick Leave Hours

Eligible Regular Position (full-time) employees may use up to 80 hours of COVID-19 Sick Leave.

Documentation Requirement

Employees who take COVID-19 Sick Leave **must provide appropriate documentation** consisting of:

- (1) the positive COVID-19 test result reflecting the date and test provider information, and
- (2) medical doctor documentation stating the reason for leave and the duration of the leave.

ORDER OF COMMISSIONERS COURT

The Commissioners Court of Harris County, Texas, convened at a meeting of the Court,

August 10, 2021 with all members present except none

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING A TEMPORARY AMENDMENT TO THE HARRIS COUNTY PERSONNEL POLICIES AND PROCEDURES TO PROVIDE UP TO 80 HOURS OF PAID LEAVE TO REGULAR EMPLOYEES WHO HAVE EXHAUSTED THEIR PAID LEAVE AND WHO TEST POSITIVE FOR COVID-19 AND ARE REQUIRED TO SELF-QUARANTINE OR UNABLE TO WORK DUE TO BEING SICK WITH COVID-19

Commissioner A. Garcia introduced an order and moved that Commissioners Court adopt the order. Commissioner Ellis seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	✓		
Comm. Rodney Ellis	✓		
Comm. Adrian Garcia	✓		
Comm. Tom S. Ramsey	✓		
Comm. R. Jack Cagle	✓		

The meeting chair announced that the motion had duly and lawfully carried, and this order was duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that:

1. Regular County Employees who would otherwise be docked due to absences directly related to their own COVID-19 positive test or COVID-19 illness receive a maximum of 80 hours of additional paid leave for lost wages they would have suffered because they:
 - a. are not able to work due to absences directly related to their own COVID-19 positive test result or COVID-19 illness;
 - b. have exhausted all paid leave (Vacation, Comp Time, Floating Holiday and Sick Leave, as appropriate) available to compensate them; and
 - c. are actually at risk of being docked.
2. The effective date of this Order is August 14, 2021 - December 31, 2021
3. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.

Presented to Commissioners Court

August 10, 2021