



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Staff Report

File #: 21-149

Agenda Date: 2/9/2021

Agenda #: 248.

		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"/>
To:	Harris County Commissioners Court	Comm. Adrian Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Through:	Director Name, Title, Department	Comm. Tom S. Ramsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepared By:	Name, Title, Department	Comm. R. Jack Cagle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subject:	Title of the Item			
Project ID (If applicable):				

Purpose and Request:

Request by Budget Management for approval to extend authorization allowing employees to be paid for all hours worked directly related to the response and recovery of COVID-19 for the period of February 13-February 26, 2021, temporarily amend the Harris County Personnel Policies and Procedures to allow regular position employees to accrue a maximum of 320 vacation leave hours until June 18, 2021, and allowing employees to work additional hours until June 18, 2021 or use available vacation time to make up for negative compensatory time balances for absences directly related to COVID-19.

Background and Discussion:

[INSTRUCTIONS: In this section should concisely provide any background and analysis that the Commissioners Court needs to fully understand the action being requested. Please limit background to 3-4 sentences and include any reference to when this item was previously considered by Court. Background should include reference to study or order that led to this item or if the item is a result of compliance with any specific law or statutory requirements.]

Fiscal Impact:

[INSTRUCTIONS: A short description of the cost of the request and where you are requesting funding from. No more than 2 sentences. In addition please fill out the table below. This includes financial impact to the current fiscal year and subsequent fiscal years along with the source of funding (general fund, grant, etc.). If the amount is within the current budget, please indicate the amount from 'Existing Department Budget'. If all of or part of the request is a new expense, please indicate funding source in the space provided.]

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: <i>[Please indicate division where expenditures will be incurred]</i>			
Existing Budget			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
Existing Department Budget			

Please Identify Funding Source Special Revenue, Grant, etc.			
[INSERT FUNDING SOURCE]			
Total Sources			

Alternatives:

[INSTRUCTIONS: In this section you should briefly discuss any viable alternatives, including the benefits and consequences of each. Include subtitles on the first line of each alternative to identify it. If appropriate, the financial impact of each alternative can be discussed. If taking no action is a viable alternative it should also be discussed, including any financial or other impacts that would result.]

Alignment with Strategic Objective:

[INSTRUCTIONS: Please write out the Department Strategic Objective impacted by this item.]

Attachments:

[INSTRUCTIONS: Please include a list of backup for this item with a short description of each if more than one.]

Presented to Commissioners Court

February 9, 2021

Approve: E/R



HARRIS COUNTY BUDGET MANAGEMENT DEPARTMENT

(713) 274-1100
1001 Preston St. #500 Houston TX 77002
<http://budget.harriscountytexas.gov/>

COVID-19 Agenda Item

February 9, 2021

To: County Judge Hidalgo, and
Commissioners Ellis, Garcia,
Ramsey, and Cagle

Fm: Shain Carrizal *HSC*

Re: **Compensation of County Employees Responding to COVID-19 and Temporary Amendments to the Harris County Personnel Policies and Procedures**

In response to the COVID-19 pandemic, Human Resources & Risk Management recommends extending the following items as previously approved by Commissioners Court:

- Authorization allowing employees to be paid for all hours worked directly related to the response and recovery of the COVID-19 pandemic for the period of February 13, 2021 – February 26, 2021.
- Temporarily amend Section §11.03 of the Harris County Personnel Policies and Procedures to allow regular position employees to accrue a maximum of 320 vacation leave hours until June 18, 2021.
- Authorization allowing employees to work additional hours until June 18, 2021 or use available vacation time to make up for negative compensatory time balances for absences directly related to COVID-19.

Thank you for your consideration.

Attachment

February 9, 2021

Approve: E/R

ORDER OF COMMISSIONERS COURT

The Commissioners Court of Harris County, Texas, convened at a meeting of the Court virtually, February 09, 2021 with all members present except none

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

ORDER AUTHORIZING THE EXTENSION OF THE PERIOD FOR EMPLOYEES TO BE PAID FOR ALL HOURS WORKED DIRECTLY RELATED TO THE RESPONSE AND RECOVERY TO THE CORONAVIRUS (COVID-19) PANDEMIC FROM FEBRUARY 13, 2021 THROUGH FEBRUARY 26, 2021 AND TEMPORARY AMENDMENTS TO THE HARRIS COUNTY PERSONNEL POLICIES AND PROCEDURES IN RESPONSE TO COVID-19

Commissioner Ellis introduced an order and moved that Commissioners Court adopt the order. Commissioner Ramsey 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. Harris County and Harris County Flood Control District employees be paid for all hours worked directly related to the response and recovery efforts for the Coronavirus (COVID-19) Pandemic for the period of February 13, 2021 through February 26, 2021.

2. Only work expected to be reimbursed through FEMA's Public Assistance Program or other sources should be considered under this Order. Departments should consult with Human Resources & Risk Management before paying employees for all hours worked to determine if it is expected to be reimbursed by FEMA or other sources.
3. Temporary Amendment to the Harris County Personnel Policies and Procedures be made as follows:
 - a. Section §11.03 - Allow regular position employees to accrue a maximum of 320 vacation leave hours until June 18, 2021.
 - b. Allow employees to work additional hours until June 18, 2021 or use available vacation time to make up for negative compensatory time balances for absences directly related to COVID-19.
4. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.