1. June 17, 2020 Human Resources Committee Meeting Agenda
   Documents:
   
   JUNE 17, 2020 HR AGENDA.PDF

2. June 17, 2020 Human Resources Committee Meeting Packet
   Documents:
   
   JUNE 17, 2020 HUMAN RESOURCES PACKET.PDF
NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY, THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE BY COMMITTEE MEMBERS.

The Walworth County Government Center remains open, but in-person attendance may be limited to help ensure appropriate social distancing is observed. ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT https://mediasite.co.walworth.wi.us/Mediasite/Play/5e00d4e51e1c4ab6900fa8954cf0f8cf1d.

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the County Administrator’s Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

(Posted in compliance with Sec. 19.84, Wis. Stats.)

It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes
   a) May 20, 2020 Human Resources Committee (encl. pp. 1-3)
6. Public comment period
7. New Business
AGENDA – Walworth County Human Resources Committee
Wednesday, June 17, 2020 at 3:30 PM

Page 2 of 2

a) Authorizing changes to the allocation of the HS Manager – Administrative Services Position (encl. pp. 4-7)

8. Reports
   a) Usage of temporary changes to leave benefits (encl. pp. 8-14)

9. Reports/announcements by Chairperson

10. Set/confirm next meeting date and time
    a) Human Resources - Wednesday, July 22, 2020 at 3:30 p.m.

11. Adjournment

Submitted by: Susan Pruessing, Committee Chairperson of Human Resources
            Kate Bishop, Human Resources Director

Post: June 11, 2020
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator
From: Kate Bishop, Human Resources Director
Date: June 12, 2020
RE: June 17, 2020 Human Resources Committee Meeting

New Business:

a.) **Authorizing Changes to the Allocation of the HS Manager - Administrative Services Position.** As Elizabeth Aldred, Director of Health and Human Services/Superintendent of County Institutions, continues to evaluate the needs of Lakeland Health Care Center (LHCC) as a result of the transition from a 120-bed facility to a 90-bed facility, she has identified certain synergies between LHCC and Health and Human Services (HHS). Based on one of these synergies, Ms. Aldred is proposing a reallocation of funds from HHS to LHCC. The effective date of this change, if approved, would be July 20, 2020, resulting in a reallocation of $26,242 for 2020 and $62,945 annually. A detailed memorandum from Ms. Aldred explaining her proposal is enclosed in your packet along with a draft resolution. Ms. Aldred will be present to answer any specific questions you may have during the meeting.

Reports:

a.) **Report on Usage of Temporary Changes to Leave Benefits.** As you will recall, the County Board approved temporary changes to some of the leave benefits for employees due to the COVID-19 pandemic. I have enclosed a memorandum with a summary of the usage of these benefits as of May 29, 2020.
Chair Susan Pruessing called the meeting to order at 3:44 p.m.

Roll call was conducted and the following members were present either in person or by remote attendance: Chair Susan Pruessing, Vice Chair Rick Stacey, and Supervisors Ken Monroe, Kathy Ingersoll, and Ryan Simons. A quorum was declared.

Others present, either in person or by remote attendance:
County Board Supervisors: Chair Nancy Russell; Supervisor Brian Holt
County Staff: County Administrator Mark Luberda; HR Director Kate Bishop; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Public Works Director Richard Hough; Undersheriff Dave Gerber; Finance Manager Jessica Conley; Benefits Manager Lisa Henke
Members of the Public: Ryan Barbieri and Nicole Dahl, M3 Insurance

On motion by Supervisor Kathy Ingersoll, second by Supervisor Ken Monroe, the agenda was approved with no withdrawals.

On motion by Vice Chair Rick Stacey, second by Supervisor Monroe, the April 29, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business
- 2021 Health Benefit Design Recommendations
  HR Director Kate Bishop said the recommendations are included in the meeting packet and noted we may need to make changes in the future as the effects of COVID-19 become apparent. Ryan Barbieri, M3 Insurance, presented the information included in the meeting packet. He emphasized changes that have allowed for telemedicine for members and recommended continuing it as an option for participants moving forward. County Administrator Mark Luberda said most of the information is adjustments rather than big changes, and said he hopes we will be able to provide some stability for employees in our health plan. He added that he cannot promise there will be no big changes when the budget is looked into further, and said there is the possibility of a shortfall of a million dollars from a lack of sales tax. He said the fund balances from last year and this year are doing pretty well, and staff will look to see if they can use that to provide some stability for employees who are allowing us to remain successful. He said the Committee should recognize these are recommendations and changes may need to be made in order to keep the budget within the tax levy limit further along in the budget process. Supervisor Monroe made a motion, second by Supervisor Ryan Simons, to approve the recommendations for Pharmacy CAAP Rx and Telemedicine. Motion carried 5-0. Barbieri spoke to the design changes relative to the Dental Plan, included in the meeting packet and noted the cost of dental services increases annually. Supervisor Ingersoll asked Barbieri why the increase from 1 to 5 years for full-mouth x-rays as she is concerned that is a large span of time between x-rays. Barbieri said this change is bringing the guidelines closer to the American Dental Association (ADA) guidelines and in line with how Delta Dental applies those guidelines. Benefits Manager Lisa Henke said she believes Delta Dental feels doing the yearly bite-wing x-rays is sufficient to notice changes and exposes patients to less radiation than a full-mouth x-ray. Supervisor Monroe made a motion, second by Supervisor Simons, to approve the recommended changes for the Dental Plan. Motion carried 5-0.
• Request to overfill an Administrative Clerk II position at the Sheriff’s Office per Section 15-18 of the Walworth County Code of Ordinances

Bishop noted the memo in the meeting packet. Undersheriff Dave Gerber said the current employee will come off FMLA and stay for two weeks to train the newly-hired employee. **Supervisor Ingersoll made a motion, second by Supervisor Monroe, to approve the request to overfill an Administrative Clerk II position at the Sheriff’s Office per Section 15-18 of the Walworth County Code of Ordinances. Motion carried 5-0.**

• Contract Award Recommendation for the Vision Contract for Walworth County Employees

Bishop said this benefit is fully-funded by employees and the contract is up for renewal January 1, 2021. Henke presented the information included in the meeting packet and said this will need to be approved at the Finance Committee meeting tomorrow, as well. She noted the two carriers who would provide the highest level of savings for employees would be Delta Dental and National Vision Administrators. M3 has worked with National Vision Administrators and were not impressed with the service provided, so staff is recommending Delta Dental. **Supervisor Ingersoll made a motion, second by Supervisor Monroe, to approve the contract award recommendation for the Vision Contract for Walworth County Employees. Motion carried 5-0.**

• Resolution **-06/20 Authorizing Certain FTE Reductions and Increases at Lakeland Health Care Center**

Bishop noted this was discussed and approved at the Lakeland Health Care Center Board of Directors meeting earlier. **Supervisor Ingersoll made a motion, second by Supervisor Simons, to approve the resolution authorizing certain FTE reductions and increases at Lakeland Health Care Center. Motion carried 5-0.**

• Ordinance **-06/20 Confirming Special Authority for 2020 to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Approved within the Resolution for a Declaration of Emergency as Approved March 19, 2020.**

Luberda noted this item is being discussed at multiple meetings this week. He said the last County Board meeting that will take place before the expiration date of the original declaration is the June meeting and he would like approval by committees prior to that. He said there are no certainties as far as the impacts of COVID-19 on our community, and said it is unlikely that the impacts will be fully resolved by June 19th. He believes the best option is to make some changes to the ordinance already passed. He noted that Part I and Part IV were addressed by the Executive Committee earlier this week, and Part III will be discussed by the Finance Committee, so this committee should focus mainly on Part II, as it affects Section 15 of the ordinances. He said he expects some of these pieces to come back after 2020, as COVID-19 could have impacts that continue after that time, and changes could be made later in the year. Luberda covered the changes included in the recommended ordinance change and said he believes the County will continue to attempt to lessen face-to-face contact between employees and the public to prevent the spread of COVID-19. He said he is working on updated guidelines with Public Health to help employees be prepared. He said the STO cap increase section will have changes as noted in the ordinance. Luberda added that he plans to include more information related to the financial side of COVID-19 moving forward in his weekly Report and Update, and to continue to include discussion of COVID-19 on each County Board meeting agenda. **Supervisor Monroe made a motion, second by Supervisor Simons, to approve the Ordinance confirming special authority for 2020 to enable continued response to and management of operations during the COVID-19 pandemic by extending certain authorization as approved within the Resolution for a Declaration of Emergency as approved March 19, 2020. Motion carried 5-0.**
Discussion regarding essential employees and essential operations
Luberda discussed the actions taken by the State and Federal Governments and how they relate to County essential operations. He noted the governor will have 2.3 billion dollars that he will have discretion over, and the Wisconsin Counties Association (WCA) has been attempting to have a portion of that money allocated to Counties. He said that based on the way the State defined essential employees, it included the majority of our organization.

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday June 17, 2020 at 3:30 p.m.

Adjournment
On motion and second by Supervisors Monroe and Ingersoll, Chair Pruessing adjourned the meeting at 5:01 p.m.

Submitted by Betsy Stanek, Administrative Assistant. Meeting minutes are not considered final until approved at the next regularly scheduled committee meeting.
Memorandum
To: Lakeland Health Care Center Board of Trustees
    Health and Human Service Committee
    Human Resources Committee
From: Elizabeth Aldred, Superintendent of County Institutions
    Health & Human Services Director
Date: June 3, 2020
RE: Authorizing Changes to the Allocation of the HS Manager – Administrative Services Position

Back in November when the health care center was placed under the direction of the Health and Human Services director I was asked to find synergies between the two facilities. In late February the assistant nursing home administrator and the business office manager resigned their positions. At that time, I reassigned the HS Manager Administrative Services to oversee a variety of the duties previously done by these individuals. Since that time she has provided leadership to the business office, managed the facilities compliance with fiscally and county requirements and has guided the development of the 2021 budget process. As you are aware she has been overseeing the changes in our process of collections for insurance filings and for outstanding accounts. The addition of this position within the health care center has been instrumental in improving our processes and stabilizing our budget.

At this time, we are seeking permission to reallocate 45% of the HS Manager Administrative Services to Lakeland Health Care Center starting July 20, 2020. This reallocation of funds from the Health and Human Services budget will result in a net zero change for the county. We are seeking to move the funding association with this position in the amount of $26,242 for the period of time between July 20, 2020 and the end of the year. On an annualized basis this would result in $62,945 transferring from the HHS budget to the LHCC budget.

I intend to split this position between both facilities budgets in 2021. By making this change now we will more accurately reflect her current job duties as well as be able to draw down additional funds through our reporting mechanisms.
Resolution No. xx - 07/20
Authorizing Changes to the Allocation of the HS Manager – Administrative Services Position

Moved/Sponsored by: Human Resources Committee

WHEREAS, on November 21, 2019, the Director ("Director") of Health & Human Services ("HHS") was appointed Superintendent of County Institutions; and,

WHEREAS, oversight of the Lakeland Health Care Center ("LHCC") was placed under the direction of said Superintendent; and,

WHEREAS, since that time, the Director has been identifying synergies between HHS and LHCC; and,

WHEREAS, the Director has reassigned the HS Manager – Administrative Services to oversee a variety of duties at LHCC; and,

WHEREAS, because of this reassignment, the Director seeks to reallocate forty-five percent (45%) of the HS Manager – Administrative Services position’s time/compensation to the Lakeland Health Care Center, with the remaining fifty-five percent (55%) remaining under the Health & Human Services Department.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reallocation of the HS Manager – Administrative Services position be and the same is hereby approved effective as of July 20, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the FTE count of 0.55 FTE HS Manager – Administrative Services in the Health & Human Services Department and 0.45 FTE HS Manager – Administrative Services at the Lakeland Health Care Center, with departmental totals being adjusted accordingly.

______________________________    ______________________________
Nancy Russell                     Kimberly S. Bushey
County Board Chair                County Clerk

County Board Meeting Date: July 14, 2020

Action Required: Majority Vote X Two-thirds Vote ______ Other ______
Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael P. Cotter</td>
<td>Corporation Counsel</td>
<td></td>
</tr>
<tr>
<td>Jessica Conley</td>
<td>Finance Director</td>
<td></td>
</tr>
<tr>
<td>Mark W. Luberda</td>
<td>County Administrator</td>
<td></td>
</tr>
</tbody>
</table>

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Authorizing Changes to the Allocation of the HS Manager – Administrative Services Position

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the change in the allocation of the HS Manager – Administrative Services position. The position will be split between HHS (55%) and LHCC (45%).

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a reallocation of $26,242 in 2020 and $62,945 annually from HHS to LHCC.

IV. **Referred to the following standing committees for consideration and date of referral:**

- **Committee:** Human Resources  
  **Date:** June 17, 2020

- **Committee:** LHCC  
  **Date:** June 17, 2020

- **Committee:** HHS Board  
  **Date:** June 17, 2020

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

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Michael P. Cotter  
Corporation Counsel  
Date

Jessica Conley  
Finance Director  
Date

Mark W. Luberda  
County Administrator  
Date
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator
From: Kate Bishop, Human Resources Director
Date: June 17, 2020

RE: Usage of Temporary Changes to Leave Benefits

The chart below is a summary of usage by Walworth County employees of County Board approved temporary changes to certain leave benefits, as well as the usage of the two Federal approved programs, EPSLA and EFMLEA. The data reflects the usage through May 29, 2020.

<table>
<thead>
<tr>
<th>Increased Benefit</th>
<th>Number of EE’s</th>
<th>Total Hours</th>
<th>Special Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowed STO</td>
<td>9 employees</td>
<td>Total Hours = 228</td>
<td>26 more within 20 hours of reaching max accrual</td>
</tr>
<tr>
<td>Over STO Accrual Max</td>
<td>36 employees</td>
<td>Total Hours = 486.28</td>
<td></td>
</tr>
<tr>
<td>Waive PTO waiting period</td>
<td>5 Employees</td>
<td>Total Hours=45.75</td>
<td></td>
</tr>
<tr>
<td>EPSLA</td>
<td>11 applied - 9 approved; 2 denied</td>
<td>Total Hours: 215.5</td>
<td></td>
</tr>
<tr>
<td>EFMLEA</td>
<td>5 applied and approved</td>
<td>Total Hours: 364.5</td>
<td></td>
</tr>
</tbody>
</table>

Below is a brief overview of each item.

**Borrowed STO:**
Scheduled Time Off (Vacation for the WCDSA) is accrued at a rate based on years of service and hours worked. These accruals have caps (Attachment A Sec. 15-515). With the passage of the Emergency Declaration in March, it was approved that employees’ STO balances could go into the negative up to 40 hours and that these hours could be repaid through payroll deductions from their accrual balances starting in August. This allows employees who do not have much STO to still take benefit time off during this period. Employees are able to use this for any reason; however, we were concerned with schools and day cares being closed unexpectedly, that employees would be need time off and this ensured some paid time if they did not currently have any available.

**Over STO Accrual Max:**
The passage of the Emergency Declaration in March allowed for the STO accrual caps to be increased up to 80 hours. Sec. 15-515 of the Code (Attachment A) details the maximum accrual limits. This allows employees who reach their maximum accrual limit to continue to accrue STO, so as not to penalize them when they are unable to take
time off during this period. This allowed for essential employees to continue working and continue to accrue time off which otherwise would have been capped.

**Waive PTO waiting period:**
For eligible employees, Personal Time Off has a 60-day waiting period before it can be utilized. This waiting period was waived with the passage of the Emergency Declaration to allow new employees access to the PTO during this time.

**EPSLA (Emergency Paid Sick Leave Act):**
Under the Families First Coronavirus Response Act, EPSLA provides for up to 80 hours of paid sick leave (pro-rated for part-time) for employees who meet the specific requirements (Attachment B FFCRA Information). Please note, the law does allow for certain positions to be exempt from this. A list of those positions is included in the FFCRA attachment.

**EFMLEA (Emergency Family Medical Leave Extension Act):**
Under the Families First Coronavirus Response Act, EFMLEA allows for up to 12 weeks of protected leave for those who meet the specific requirements (Attachment B FFCRA information). Please note, the law does allow for certain positions to be exempt from this. A list of those positions is included in the FFCRA attachment.
Chapter 15 HUMAN RESOURCES


Sec. 15-515. Scheduled time off (STO)/vacation accruals.

(a) The collective bargaining agreement shall determine the amount of vacation a member of the deputy sheriffs association shall receive.

(b) Hourly employees shall be covered by the following scheduled time off accruals:

<table>
<thead>
<tr>
<th>Anniversary Starting With</th>
<th>Accrual Per 80 Service hours</th>
<th>Estimated Maximum Earned Yearly</th>
<th>Maximum Accrual Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 0</td>
<td>3.080 hours</td>
<td>80.080 hours</td>
<td>160 hours</td>
</tr>
<tr>
<td>Year 4</td>
<td>4.624 hours</td>
<td>120.224 hours</td>
<td>200 hours</td>
</tr>
<tr>
<td>Year 9</td>
<td>6.160 hours</td>
<td>160.160 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td>Year 19</td>
<td>7.704 hours</td>
<td>200.304 hours</td>
<td>280 hours</td>
</tr>
</tbody>
</table>

SCHEDULED TIME OFF ACCRUALS FOR HOURLY EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2012

<table>
<thead>
<tr>
<th>Anniversary Starting With</th>
<th>Accrual Per 80 Service hours</th>
<th>Estimated Maximum Earned Yearly</th>
<th>Maximum Accrual Limit</th>
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</thead>
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<td>200 hours</td>
</tr>
<tr>
<td>Year 14</td>
<td>6.160 hours</td>
<td>160.160 hours</td>
<td>240 hours</td>
</tr>
</tbody>
</table>
- WALWORTH COUNTY CODE OF ORDINANCES

Chapter 15 HUMAN RESOURCES

(c) Except as provided in subsection (d), salaried-exempt non-represented employees subject to overtime code 1, as well as sworn management staff at the Sheriff’s Office holding the title of Undersheriff, Captain or Lieutenant, shall be covered by the following scheduled time off accruals:

SCHEDULED TIME OFF ACCRUALS FOR SALARIED-EXEMPT EMPLOYEES

<table>
<thead>
<tr>
<th>Anniversary Starting With:</th>
<th>Accrual Per 80 Service hours</th>
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(d) The Occupational Therapist, Physical Therapist, School Nurse, Director-Curriculum and Instruction, and Director-Pupil Services/School Psychologist shall not receive paid scheduled time off. Special education aides or interpreters hired after August 1, 2018 shall not receive paid scheduled time off.

(Ord. No. 1102-04/18, pt. XX, 4-19-18


Sec. 15-516. Personal time off (PTO).

(a) Personal time off (PTO) shall only be provided to regular full time or part time employees and not to casual or limited term employees.

(b) Personal time off (PTO) may be scheduled in advance for planned absences as provided for in 15-514.

(c) Personal time off (PTO) shall be used for any unscheduled absence, with the exception of employees identified in 15-516(g) below. An unscheduled request for time off shall be considered any time off requested less than one hour prior to an employee’s scheduled shift time, except in cases of emergency as authorized by a supervisor or a development of an illness while the employee is already present and working. Individual departmental policy may define an unscheduled time off request as a time period greater than one hour prior to an employee’s scheduled shift time if the departmental operations dictate a need for a more restrictive policy. Furthermore, PTO used for the purposes of an unscheduled absence, for reasons other than illness, can be refused by the department due to operational or departmental staffing needs. Upon exhaustion of PTO for unscheduled absences, an employee shall be required to utilize other time off benefits consistent with the reason for the absence.
Employees- PLEASE be sure to review both flow charts for eligibility.

Families First Coronavirus Response Act (FFCRA)
Effective April 1, 2020 - December 31, 2020

Emergency FMLA
Emergency Family and Medical Leave Expansion Act

START HERE

At the time of leave, you have worked more or less than 30 days?

Reason for being away from work

ABLE TO WORK OR TELEWORK DUE TO CARE OF CHILD UNDER AGE 18 BECAUSE OF SCHOOL OR CHILD CARE FACILITY CLOSURE OR THE CHILD CARE PROVIDER IS UNABLE DUE TO PUBLIC HEALTH EMERGENCY

Emergency FMLA does not apply

EFMLEA does not apply

EFMLEA does not apply (be sure to review the EPSLA flow chart too)

ANY OTHER REASON

Up to 10 weeks
(paid at 66.67% of EE's regular rate of pay)
*Note: Pay cannot be supplemented by benefit time.

Up to 10 weeks
(paid at 66.67% of EE's regular rate of pay)
*Note: Pay cannot be supplemented by benefit time.

May use emergency paid sick leave OR any eligible paid time off.

Pay capped at $200/day (or $10,000 in aggregate)

Pay capped at $200/day (or $10,000 in aggregate)

Pay capped at $12,000 in aggregate for entire 12 week period.

The first 10 days
(unpaid)

Health Care Providers and Emergency First Responders as defined are exempt (see attachment for defined positions).

Part-time employees' pay eligibility will be based on their regular hours worked per week -or if variable- the average hours worked in the preceding 6 months.

Please note:

*Health Care Providers and Emergency First Responders as defined are exempt (see attachment for defined positions).
*Part-time employees' pay eligibility will be based on their regular hours worked per week -or if variable- the average hours worked in the preceding 6 months.
*Please move to the EPSLA chart for review as well, as you may be eligible.

Job restoration at end of Emergency FMLA

*Previous FMLA taken in 2020 would reduce this eligible time & any time taken during this period would apply to the total FMLA time for the year.)
Emergency Paid Sick Leave: EPLSA

Reason for being away from work

EPLSA does not apply (be sure to review EFMLEA flow chart to too)

Unable to work or telework due to:
1. Employee is quarantined or isolated by Federal, State, or local order
2. Employee advised by health care professional to self-quarantine due to concerns related to COVID-19
3. Employee is experiencing symptoms of COVID-19 and seeking medical diagnosis
4. Employee is caring for an individual subject to quarantine or isolation by Federal, State, or local order or by direction of health care professional
5. Employee is caring for child because of school or childcare facility closure
6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with Secretary of Treasury and Secretary of Labor

Reasons 1-3
Paid at 100% of EE’s regular rate of pay
Pay capped at $511/day or $5,110 in aggregate

Reasons 4-6
Paid at 66.67% of EE’s regular rate of pay
Pay capped at $200/day or $2,000 in aggregate

Please note: Full-time employees will be eligible for 80 hours of EPSLA. For part-time employees, the hour entitlement is pro-rated based upon the employees’ regular hours of work. For employees with a variable work schedule, the average bi-weekly hours of work over the preceding 6-month period will be utilized.

Health Care Providers and Emergency First Responders as defined are exempt for items 3-6 in the box labeled “Unable to work or telework due to” (see attachment for defined positions).
Defined Exempt Positions: Consistent with the Act and upon expanded definitional guidance provided by the U.S. Department of Labor, employees in the following “health care provider” and “emergency responder” positions are excluded from eligibility for this benefit. This list may continue to be modified by the County Administrator as determined necessary.

- Sheriff’s Office: All positions in all divisions or sections of the department.
- Medical Examiner’s Office: The Medical Examiner and Deputy Medical Examiners.
- The County Administrator and Department Heads.
- Health and Human Services (HHS): All positions listed below.

<table>
<thead>
<tr>
<th>Deputy Director- HHS</th>
<th>HS Manager - Behavioral Health,</th>
<th>HS Manager - Children &amp; Families</th>
<th>HS- Manager- Long Term Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Supervisor - Access/ Initial Assessment</td>
<td>HS Manager - Public Health</td>
<td>HS Supervisor - Behavioral Health Case Management</td>
<td></td>
</tr>
<tr>
<td>HS Supervisor - Behavioral Health</td>
<td>HS Supervisor - CPS on-going</td>
<td>HS Supervisor - Crisis Intervention</td>
<td></td>
</tr>
<tr>
<td>HS Supervisor - Aging and Nutrition</td>
<td>HS Supervisor - Fiscal Support</td>
<td>HS Supervisor - Compliance and Medical Records</td>
<td></td>
</tr>
<tr>
<td>HS Supervisor - Children and Families, Youth Justice</td>
<td>Receptionist/Clerk</td>
<td>HS Supervisor - WIC</td>
<td></td>
</tr>
<tr>
<td>Nutrition Site Worker</td>
<td>Administrative Assistant</td>
<td>Administrative Clerk III</td>
<td></td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td>RN- Public Health</td>
<td>Child and Family Case Aide</td>
<td>Nutrition Lead Worker</td>
</tr>
<tr>
<td>Aging Services Case Manager</td>
<td>Prevention Specialist</td>
<td>Birth to Three Service Coordinator</td>
<td>Birth to Three Teacher</td>
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<tr>
<td>Dementia Care Specialist</td>
<td>Crisis Case Manager</td>
<td>PH Specialist</td>
<td>WIC Nutritionist</td>
</tr>
<tr>
<td>Behavioral Health Case Manager</td>
<td>RN-Mental Health</td>
<td>Children and Families Case Manager</td>
<td>Crisis Intervention Specialist</td>
</tr>
<tr>
<td>Behavioral Health Clinician</td>
<td>Physical Therapist</td>
<td>Crisis Intervention Lead Worker</td>
<td>Occupational Therapist</td>
</tr>
<tr>
<td>Speech Therapist</td>
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<td></td>
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</tr>
</tbody>
</table>

- Lakeland Health Care Center: All positions in all divisions or sections of the Lakeland Health Care Center.
- Information Technology: All positions in all divisions or sections of the department.
- Finance: All positions in all divisions or sections of the department.
- Human Resources: All positions in all divisions or sections of the department.
- Department of Public Works: All positions in all divisions or sections of the department, including facilities management.

Please note: All exclusions apply to EFMLEA. Exclusions for EPLSA do not apply if the employee is unable to work (or tele-work, as per above), because (1) the employee is subject to a federal, State or local quarantine or isolation order relative to the COVID-19 virus and (2) the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. [Please see Administrative Procedure 4-493].