

**Before the Board of Supervisors in and for the  
County of Monterey, State of California**

- Resolution No.: )
- a. Adopting a resolution approving the Human Resources Emergency Response Manual (HR ERM) in response to the Shelter in Place Order issued on March 17, 2020 by the County Health Officer for COVID 19; and )
  - b. Directing the County Administrative Officer and Director of Human Resources to implement the provisions of the HR ERM retroactive to March 18, 2020; and )
  - c. Delegating authority to the Director of Human Resources, in consultation with the County Administrative Officer and County Counsel, to revise and implement changes to the HR ERM in accordance with changes in policy direction, County ordinances, or state or federal laws or directives; and )
  - d. Approving the Monterey County Families First Coronavirus Response Act Implementation Policy; and )
  - e. Directing the suspension of the County special paid leave provision of the HR ERM during the availability of the Federal Emergency Paid Sick Leave; and )
  - f. Directing the Director of Human Resources, Auditor-Controller and Director of Information Technology to implement special pay and leave practices in the Advantage HRM/Payroll system as indicated in the HR ERM. )

WHEREAS, The County Health Officer issued a Shelter at Home Order on March 17, 2020 for COVID 19; and

WHEREAS, the Human Resources Department has developed an Emergency Response Manual (HR ERM) to provide guidance to Department Heads, Elected Officials, managers, supervisors and employees to assist in maintaining essential functions and services during the COVID 19 pandemic event; and

WHEREAS, it is appropriate to delegate authority to the Director of Human Resources, in consultation with the County Administrative Officer and County Counsel, to revise and implement changes to the HR ERM in accordance with changes in policy direction, County ordinances, or state or federal laws or directives; and

WHEREAS, the Human Resources Department developed a policy that addresses County implementation of the provisions contained within the Families First Coronavirus Response Act as it pertains to Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Act; and

WHEREAS, the County previously adopted a special paid leave for employees adversely affected by the COVID 19 pandemic; and

WHEREAS, As the Emergency Paid Sick Leave Act provides for employees to receive 80 hours of paid sick leave, it is recommended to suspend the County special paid leave during the availability of the Emergency Paid Sick Leave.

WHEREAS, implementation of special pay and leave practices may require configuration and/or programming of the Advantage HRM/Payroll system; NOW, THEREFORE,

BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

1. The Human Resources Emergency Response Manual is approved.
2. The County Administrative Officer and Director of Human Resources are directed to implement the provisions of the Human Resources Emergency Response Manual retroactive to March 18, 2020.
3. Authority is delegated to the Director of Human Resources, in consultation with the County Administrative Officer and County Counsel, to revise and implement changes to the HR ERM in accordance with changes in policy direction, County ordinances, or state or federal laws or directives.
4. The Monterey County Families First Coronavirus Response Act Implementation Policy is approved.
5. The County special paid leave in the HR ERM is directed to be suspended during the availability of the federal Emergency Paid Sick Leave.
6. The Director of Human Resources, Auditor-Controller and Director of Information Technology are authorized and directed to implement special pay and leave practices in the Advantage HRM/Payroll system as indicated in the HR ERM.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2020, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book\_\_\_\_ for the meeting on \_\_\_\_\_.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors,  
County of Monterey, State of California

By \_\_\_\_\_  
,Deputy