



Legislation Details (With Board Report)

File #: RES 20-044 **Name:** HR Emergency Response Manual (ERM)
Type: BoS Resolution **Status:** Passed - Human Resources Department
File created: 4/1/2020 **In control:** Board of Supervisors
On agenda: 4/7/2020 **Final action:** 4/7/2020

Title: a. Adopt 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. Direct the County Administrative Officer and Director of Human Resources to implement the provisions of the HR ERM retroactive to March 18, 2020; and
c. 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
d. Approve the Monterey County Families First Coronavirus Response Act Implementation Policy; and
e. Direct 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. Direct 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.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. HRD Emergency Response Manual 2020 4-2-20, 3. Signed BR - RES 20-044 - Adopt a resolution approving the HR ERM, 4. Families First Coronavirus Response Act Implementation Policy_4-2-20, 5. Resolution HRD Emergency Response Manual, 6. Item No. 17 Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
4/7/2020	1	Board of Supervisors		

a. Adopt 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
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f. Direct 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.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Adopt 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. Direct the County Administrative Officer and Director of Human Resources to implement the provisions of the HR ERM retroactive to March 18, 2020; and
 - c. 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
 - d. Approve the Monterey County Families First Coronavirus Response Act Implementation Policy; and
 - e. Direct 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. Direct 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.

SUMMARY/DISCUSSION:

On March 17, 2020 the County Health Officer issued a Shelter in Place Order for the County of Monterey in response to the COVID-19 pandemic event. County departments must be prepared to respond appropriately in catastrophic emergencies. The Human Resources Emergency Response Manual serves to provide guidance to Department Heads, Elected Officials, managers, supervisors and employees to assist in maintaining essential functions and services during a Pandemic event and/or other catastrophic emergency. The Emergency Response Manual is not intended to supplant Departments' responsibilities, policies and procedures, in particular, with respect to routine statutory obligations of departments.

The Human Resources Emergency Response Manual provides staffing strategies, resources, and protocols. In addition, the manual provides for emergency authority to allow employees to telework/work from home when feasible, provide alternative work schedules, changes in work location or assignment and identifies leave provisions for employees who become ill or need to care for a family member or child in the event of school or child care provider closure.

Emergency staffing and backfill of existing positions will be of primary concern in order to provide mission critical and other services to the public. Non-mission critical services may be staffed, to the extent possible. The Human Resources Department will assist departments with emergency staffing needs.

In response to emerging situations, and as necessary to ensure compliance with changes in policy direction, County ordinances, or state or federal laws or directives, protocols outlined in the manual may need to be modified. The delegation of authority to the Director of Human Resources, in consultation with the County Administrative Officer and County Counsel, will allow for the County to quickly adapt to these changes.

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.

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.

Lastly, implementation of special pay and leave provisions may require configuration and/or programming of the Advantage HRM/Payroll system.

It is therefore recommended your Board approve the recommended actions.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Office of County Counsel concur with these recommendations.

FINANCING:

Any costs associated with these actions will be absorbed within Departments' existing budgets.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiative(s):

- Economic Development - Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- Administration - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.
- Health & Human Services - Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for health choices and healthy environments in collaboration with communities.
- Infrastructure - Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.
- Public Safety - Create a safe environment for people to achieve their potential, leading business and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared By: Kim Moore, Assistant Director of Human Resources, 755-5353

Approved By: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

Human Resources Emergency Response Manual is on file with the Clerk of the Board

Monterey County Families First Coronavirus Response Act Implementation Policy is on file with the Clerk of the Board

Resolution is on file with the Clerk of the Board