

Emergency Pandemic Paid Administrative Leave

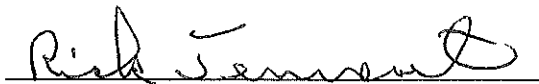
For the purposes of this Policy, a "Contagious Disease" is limited to the specific transmissible disease for which a proclamation of emergency or disaster declaration exists (For example during FY2020 Contagious Disease would apply to a person with or subject to regulation due to COVID-19, but would not apply to the same person who had the flu, common cold or any other disease).

If the President of the United States proclaims a national emergency and the Governor of the State of Texas declares a state of disaster due to the outbreak of a Contagious Disease, the following conditions or situations will prompt an emergency paid administrative leave, without use of sick or vacation time, unless otherwise written. This addendum to the Roberts County Employee Handbook will be in effect until further decision from the Roberts County Commissioners Court.

- Those County employees that are unable to work due to the complete closure of a County Building by action of the Roberts County Commissioners Court, or a Stay-at-Home, Shelter-in-Place or substantially similar Order by the State or Federal Government ("Orders") shall be exempt from being at work and shall receive emergency paid administrative leave during the duration of the Order.
- If the above conditions relating to Orders do not apply to the County employee then it is up to the Department Head to determine the validity of the reason for emergency paid administrative leave. This includes but is not limited to having to stay home to care for young children due to school and daycare closings.
- If the above Orders are in effect, Department Head and Employee shall make reasonable efforts to perform their duties remotely. It is up to the Department Head to allow or direct County employees to work from home as applicable. Such time will be counted as hours worked and not emergency paid administrative leave.
- Those County employees subject to a Federal, State or local quarantine, an isolation order, a physician directive due to a documented positive test for the Contagious Disease or the elected official or department head has, in writing, directed the County employee to stay home (said determination by the elected official or department head shall be on a case-by-case basis) shall receive paid time off if the following conditions are met:

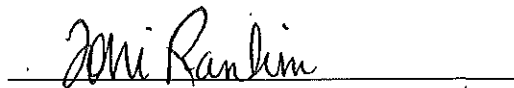
- a. Employees must provide the Roberts County Treasurer with documentation of illness, positive test result or written directive of the elected official or department head. Paid leave starts on the first day of documented illness by physician, positive test results or written directive of the elected official or department head. Documents must be clearly dated and verifiable to be accepted.
- b. Paid leave cannot exceed eighty (80) hours during any Fiscal Year (October through September).
- Those County employees absent from work due to the following reasons must use their own available leave (sick, comp time, then unpaid leave; vacation time may be used if other leaves are not available at the employee's request):
 - a. Employee advised by health-care provider to self-quarantine due to concerns related to the Contagious Disease but who do not have a positive test result.
 - b. Employees experiencing symptoms of the Contagious Disease and seeking a medical diagnosis.
 - c. Employees who self-quarantine due to caring for an individual who is subject to a quarantine or isolation order.
 - d. Employees who choose to self-quarantine for any reason.
- By this Emergency Paid Administrative Leave Policy all prior COVID-19 employment policies, specifically the March 2020 COVID-19 VIRUS Policy, are here by revoked.

ADOPTED BY THE VOTE OF ALL AYES AND ZERO NAYS BY THE ROBERTS COUNTY COMMISSIONERS COURT on this the 8th day of March, 2021.



Roberts County Judge

Attest:



Roberts County Clerk