



## **Deadline Reminder: COVID-19 Relief and Your Health Care and Dependent Care FSAs**

**Remember!** You have the option to add additional COVID-19 relief to your flexible spending accounts (FSAs). **You have *until 2/26/2021* to adopt this relief for current and/or prior plan years, for no additional charge.**

After 2/26:

- Changes to spend down, extended grace period, or unlimited rollover for the active plan year or for a plan in the runout period will be processed for an additional fee.
- Retroactive changes to spend down, extended grace period, or unlimited rollover for plan years that have ended **will not be processed** after the runout period has ended.

The Consolidated Appropriations Act, 2021 (CAA) allows you to amend your BESTflex Plan to provide additional relief to your FSA participants. If you choose to offer any optional relief, [download the temporary amendment](#), complete it, and return it to our Client Services team.

### ***Details:* Automatic Relief**

**Dependent Care Provision:** Normally, **Dependent Care FSA** funds can only be used for children who are under the age of 13. In light of the pandemic, the IRS provided temporary relief for plans that concluded open enrollment on or before January 31, 2020 allowing them to reimburse expenses for their dependents under the age of 14 during that plan year. This means that if your employee's child turned 13 during that plan year (including grace period, if applicable), the employee can continue to use their Dependent Care FSA to pay for care through the end of that plan year (including grace period, if applicable).

Note that this automatic relief may be considered a material modification to the plan. You may want to distribute a *Summary of Material Modification (SMM)* to your employees. [Log into your online account](#) to find an SMM template under *Forms and Materials*.

### ***Details:* Optional Relief**

The following relief is completely optional, and you may choose to offer some or none of the relief options. You need to complete an amendment to adopt the changes.

**Permitted Election Changes:** You may choose to allow your participants to make changes to their **Health Care and/or Dependent Care FSA** elections without an IRS-approved qualifying change of status event for plan years ending in 2021.

**Spend Down:** You may choose to allow *Health Care FSA* participants whose coverage terminated during 2020 or 2021 to incur claims for eligible expenses after their account termination through the end of their plan year (including grace period, if applicable). This gives Health Care FSA participants access to their remaining deposited balance after they terminate.

**Extended Grace Period:** You may choose to amend your *Health Care and/or Dependent Care FSA* plan ending in 2020 or 2021 to add or update a grace period so that it extends up to 12 months, allowing your participants to incur eligible expenses and pay for them from their Health Care and/or Dependent Care FSA for a longer period of time. This is not available for Health Care FSAs with rollover.

**Unlimited Rollover:** You may choose to amend your *Health Care FSA* plan ending in 2020 or 2021 to allow participants to rollover any amount up to and including their entire unused Health Care FSA remaining balances to the following plan year. This is not available for plans with a grace period.

### ***For More Information***

More information about this and other COVID-19 relief is available online at [www.ebcflex.com/COVID19Answers](http://www.ebcflex.com/COVID19Answers).

**Thank you for choosing Employee Benefits Corporation.**

Monica McCoach

[Monica.McCoach@ebcflex.com](mailto:Monica.McCoach@ebcflex.com)



**Agenda - Human Resources Committee**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 205 and Videoconference**  
**Jefferson, WI 53549**

**Tuesday, February 16, 2021 @ 8:30 a.m.**

Join Zoom Meeting:

<https://zoom.us/j/94682887058?pwd=VUpnY1lFOGU4VEVjZFFNREdycU1TUT09>

Meeting ID: 946 8288 7058

Passcode: 427144

One tap Mobile: 1-312-626-6799, 946 8288 7058#

Committee Members: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary; Brandon White, and Michael Wineke, Vice Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Communications
7. Approval of January 19, 2021, Human Resources Committee Minutes
8. Discussion and possible action approving a report extending Resolution 2020-14, Approving Suspension of Personnel Policy Provisions, and summarizing additional suspension of personnel policy provisions
9. Discussion and possible action approving a resurvey of market compensation
10. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(g), "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" for the purpose of discussing a possible employment law claim against Jefferson County and Wisconsin State Statute Section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussing a Stipulation and Order imposing discipline on one employee of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
11. Reconvene into open session for possible action on items discussed in closed session
12. Review of January 2021 monthly financial reports for Human Resources and Safety
13. Report from Human Resources Director:
  - a. Vacant position requests
  - b. Emergency Help requests
  - c. Additional steps, benefits, and bonuses provided to employees
  - d. Update of Human Resources activities in December
14. Set next meeting date and agenda items
15. Adjournment

**Next scheduled meetings:**  
**Tuesday, March 16, 2021 at 8:30 a.m.**

*A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, January 19, 2021 @ 8:30 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom.us/j/94682887058

1. Call to Order: Meeting called to order by Chair James Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Other staff present: Amy Listle, Fair Park Director; Terri Palm-Kostroski, Human Resources Director; Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: None.
7. Approval of December 15, 2020, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee December 15, 2020, minutes as presented. Second by M. Wineke. Motion passed 5:0.**
8. Discussion and possible action to create an Event Coordinator position and to unfund a vacant Marketing Specialist position at the Fair Park. **Motion by M. Wineke, to forward a resolution to County Board to unfund the vacant Marketing Specialist position at the Fair Park and fund and reclassify the Fair Park Supervisor position to focus primarily on event coordination and less on technical maintenance tasks, with the understanding the job title will be determined based on the final job description. Second by L. Payne. Motion passed 5:0.**
9. Update regarding the staffing of COVID-19 vaccination clinics. T. Palm-Kostroski and B. Wehmeier provided an update of the need for volunteers, both nursing and non-nursing staff, to successfully run the vaccination clinics. Many employees have dedicated their time to assist with the clinics, as well as hiring a LTE position to coordinate the operations of the clinics. **Information only, no action taken.**
10. Update, discussion, and possible action concerning paid leave and the expiration of the Families First Coronavirus Response Act (FFCRA), specifically the Emergency Paid Sick Leave Act (PSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA). Information provided by T. Palm-Kostroski and B. Wehmeier concerning the expiration of the mandated FFCRA, effective December 31, 2020. There is continued discussion at the federal level of extending the FFCRA in some fashion. The County is currently tracking any time employees use due to quarantining, isolation, or caring for a child/parent due to closings due to COVID-19. Should new law require retroactive pay, the County is in a good position to implement any extension. Cost in 2020 for the FFCRA was slightly over \$200,000, which is reimbursed. **Consensus from the Human Resources Committee to continue tracking time should law require retroactive payment for COVID-19 related absences.**
11. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(g), "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" for the purpose of discussing employment issues. **Motion by M. Wineke to move into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(g). Second by J. Fitzgerald. Braughler, Aye; Fitzgerald, Aye; Payne, Aye; White, Aye; Wineke, Aye. Moved into closed session at 9:17a.m.**

*Note: T. Palm-Kostroski, B. Ward, and B. Wehmeier also present for closed session.*

12. Reconvene into open session for possible action in items discussed in closed session. **Motion by J. Fitzgerald to reconvene into open session. Second by M. Wineke. Motion passes 5:0. Moved into open session at 9:23am. No action taken regarding closed session.**
13. Review of December 202, monthly financial reports for Human Resources and Safety. Discussion that the overage is due to purchasing PPE for COVID-19, of which is reimbursable. Question regarding subscription overage in the Human Resources budget explained by T. Palm-Kostroski that the item was budgeted in the Safety budget but expended in the Human Resources budget. **No action taken.**
14. Report from Human Resources Director. T. Palm-Kostroski provided a verbal report of recruitment efforts in the last month, emergency help request continuing in Health Department, bonuses provided at the end of 2020 for Human Services licensed staff and other employees performing outside scope of job, three new hires starting above minimum, and COVID-19 activities in December. **No action taken.**
15. Set next meeting date and agenda items: Tuesday, February 16, 2021, at 8:30 a.m.
16. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 9:36 a.m.**

# Scope of Work

## Market Survey Update

In 2018, the Austin Peters Group, Inc. provided a comprehensive compensation and classification study along with job description updates. Jefferson County has asked to have new data regarding market changes for wages and benefits.

### Below are Options for Consideration

Option 1: Execute the market survey again with minor modifications for positions, but including specific tiers for Human Service professional positions above the MSW level and also including challenging positions to currently fill (communications officer, custodian, zoning). 81 positions plus elected officials were included in the survey in 2018.

- The Austin Peters Group, Inc. would propose using the same benchmark positions as the previous study (with some adjustments for added and deleted job descriptions) and the same peer respondents with some minor adjustments.
- Respondents will receive a summary of the position being surveyed, and will be asked to score how closely the respondent's position matches the benchmark position in the survey. This assists the consultant with determination of content and duty comparisons. After surveys are received, the consultant often communicates with the respondents to confirm information and responses or review job descriptions. Elected official pay will not be collected. External data sources may be used in lieu of a full survey.
- The same positions from the 2018 market survey update will be surveyed and used as benchmark positions for extrapolating data to groupings (or classes) of positions. Every effort will be made to have a minimum of eight responses for each position surveyed.
- Overall pay range increases and average wage increases will be collected for 2019, 2020, and 2021.
- The final report will provide an overall report of adjustments needed to meet the market. The final report will also include a pay range system for Human Services positions (professional degree and above).

Option 2: Execute a hybrid market survey that includes currently difficult to recruit/retain positions, including specific tiers for Human Service professional positions at professional degree and above. Approximately 10 positions would be included in the survey.

- Respondents will receive a summary of the position being surveyed, and will be asked to score how closely the respondent's position matches the benchmark position in the survey. This assists the

consultant with determination of content and duty comparisons. After surveys are received, the consultant often communicates with the respondents to confirm information and responses or review job descriptions. Elected official pay will not be collected. External data sources may be used in lieu of a full survey.

- Every effort will be made to have a minimum of eight responses for each position surveyed.
- Overall pay range increases and average wage increases will be collected for 2019, 2020, and 2021.
- The final report will provide a an overall report of adjustments needed to meet the market. The final report will also include a pay range system for Human Services positions (professional degree and above).

Neither of these options include costing out pay changes or compression amounts by individual employee. APG would provide the adjustment needed to meet the market (example 4.15%) and Jefferson County could move ranges and pay by this amount. If Jefferson County wanted to recalculate compression they could do so based on the new ranges.

Under both options, APG would provide recommendations for new pay ranges for Health and Human Services MSW and specific recommended changes for currently 'difficult to fill/retain' (communications officer, custodian, zoning). If the benchmark survey identified additional positions that are currently out of market, we would make additional recommendations and review peer positions in the paygrade to see if adjustments are needed.

Option 3: Jefferson County asks APG to complete calculations for moving pay ranges, individual pay, and complete new compression calculations based on the new ranges. Jefferson County would need to advise 'where' they want to be in the market – example 60<sup>th</sup> percentile. If they want multiple scenarios that will increase the cost.

#### Pricing:

Option 1: \$13,770 for 81 job titles. If additional job titles were added, the price would be adjusted \$170 per job title.

Option 2: \$5,000 for 10 job titles. If additional job titles were added, the price would be adjusted \$170 per job title.

Option 3: \$4,800 to complete calculations for pay based on one factor (example 60<sup>th</sup> percentile).





## JEFFERSON COUNTY HUMAN RESOURCES

Courthouse  
311 South Central Ave - Room 111  
JEFFERSON, WISCONSIN 53549  
Telephone (920) 674-7102  
Fax (920) 675-0068

**TERRI PALM KOSTROSKI**  
Human Resources Director

**CASEY RADKE**  
Benefits Administrator

**VACANT**  
Human Resources Coordinator II

**VACANT**  
Risk Manager/Safety Officer

To: Jefferson County Board of Supervisors

FROM: Human Resources Committee

DATE: February 16, 2021

RE: Update regarding Resolution 2020-14, Approving Suspension of Personnel Policy Provisions

On June 16, 2020, the Jefferson County Board of Supervisors approved Resolution 2020-14, Approving Suspension of Personnel Policy Provisions. This resolution approved several suspensions of personnel provisions and authorized the County Administrator the authority to modify the current suspensions or approve additional personnel provision suspensions to ensure the protection of employees, clients/customers, and the public. This authorization was granted through December 31, 2020, with an additional provision authorizing the Human resources Committee to extend the County Administrator's ability to temporarily suspend personnel provisions as deemed necessary.

On November 17, 2020, the Human Resources Committee met to discuss the possible extension of providing the County Administrator the authority to modify or suspend personnel policies. In consideration of the increasing number of COVID-19 cases in Jefferson County and cases directly impacting Jefferson County employees and departments, the Human Resources Committee took action to extend the County Administrator's authority to modify or suspend personnel policies as deemed necessary through March 31, 2021, or unless further action was taken to modify this date.

On February 16, 2021, the Human Resources Committee again met to discuss the possible extension of providing the County Administrator the authority to modify or suspend personnel policies. In consideration of the COVID-19 still being prevalent not only throughout Jefferson County, but throughout the world, and in consideration that the Coronavirus vaccine is still in the first stages of administration, the Human Resources Committee took action to extend the County Administrator's authority to modify or suspend personnel policies as deemed necessary through June 30, 2021, or unless further action was taken to modify this date.

The following personnel policy provisions have been suspended and/or modified since the adoption of Resolution 2020-14. These modifications are approved through June 30, 2021, unless otherwise notified or modified prior to June 30, 2021:

### **1. COMPENSATORY TIME**

- a. Jefferson County's Personnel Ordinance states that exempt employees who are eligible for compensatory time at an hour-for-hour basis may accrue compensatory time for all hours worked over 40 hours/week.
  - i. Public Health Nurses and the Public Health Nurse Manager may accrue compensatory time on an hour-for-hour basis for COVID-19 related activities for the first five hours of actual hours worked over 40 hours per week.

- ii. Public Health Nurses and the Public Health Nurse Manager may be compensated overtime, paid at a rate equal to the regular rate of pay, for any hours worked over 45 hours per week on COVID-19 related activities.
      - iii. Public Health Nurses and the Public Health Nurse Manager may accrue up to 480 hours of compensatory time on an hour-for hour basis for actual hours worked over 40 hours per week.
      - iv. The Vaccination Clinic Coordinator may be compensated overtime, paid at a rate equal to the regular rate of pay, for any hours worked over 40 hours per week on COVID-19 related activities.
    - b. Jefferson County's Personnel Ordinance states that compensatory time for exempt employees needs to be used by November 30 of each year or the balance is forfeited. Any remaining compensatory balances as of November 30, 2020, for exempt Public Health Nurses and the Public Health Nurse Manager will be carried over into the new 2021 comp year.
2. **FACE COVERINGS:** Jefferson County employees will follow State orders during the duration of said orders.
3. **FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA):** The Families First Coronavirus Response Act expired on December 31, 2020. Employees requiring quarantining or isolating after December 31, 2020, will be required to use accrued or unpaid time. The County will allow the use of sick pay during quarantine, even in circumstances that would not otherwise qualify. Employees should still complete the questionnaire form that advises on quarantine and isolation timeframes, as well as the FFCRA paperwork for tracking purposes only. Should the new federal administration approve paid leave for COVID-19 related absences that is retroactive, the County needs a method to track these absences; therefore, the FFCRA form will be required.
4. **ISOLATION AND QUARANTINE:**
  - a. **Isolation Periods:** Employees who test positive for COVID-19 will be required to isolate for 10 days from the onset of symptoms, or if no symptoms, 10 days from the date the test was taken. Employees should continue to complete the COVID-19 questionnaire form. Human Resources will follow up with either the employee, the employee's supervisor, or both, to confirm the isolation period.
  - b. **Quarantine When In Close Contact With Someone Positive For Covid-19:** On December 2, 2020, the Centers for Disease Control (CDC) published updated guidance that relaxes its requirements for quarantine periods for people exposed to COVID-19 through "close contacts." Previously, people with close contacts—generally defined as having been within 6 feet of someone who has COVID-19 for a total of 15 minutes or more in a 24-hour period—were required to quarantine for 14 days after the last date of contact. The new guidelines offer options to reduce the recommended quarantine period. Jefferson County will follow the following guidelines:
    - Quarantine the 14 days if able to work remotely
    - Quarantine for 10 days for positions unable to work remotely. Highly prefer negative PCR COVID test at 7 days after contact. Must continue to self-monitor and take extra precautions through the 14-day period.
    - Quarantine for 7 days for positions in critical and/or public safety positions, providing there is a negative test at 5-6 days after contact.

Employees should continue to complete the COVID-19 questionnaire form. Human Resources will follow up with either the employee, the employee's supervisor, or both, to confirm the quarantine period.

- c. *Family Members Who Are Required To Quarantine (Contact of a Contact)*: If a family member is required to quarantine because of potential exposure or travel history and is awaiting test results or to see if they get symptoms, it is currently not expected that the entire family quarantine. Instead, it is recommended to practice social distancing within their home. If the results came back positive, or the person develops symptoms, then the entire household/contacts would be expected to quarantine in accordance with close contact guidance.
- d. *EXCEPTION to quarantine*: If you have documented proof that you have received the entire series of the COVID-19 vaccination, and are a close contact after 14 days of the final vaccination series and 41 before 90 days of the last of the series, as long as you do not exhibit any symptoms of COVID-19, you will not need to quarantine.
5. **REPORTING TO WORK SICK:** Remember, if you are sick, you need to stay home. If you report to work with a fever or other upper respiratory symptoms such as difficult breathing or cough, you will be sent home and allowed to use sick pay or other accrued time.
6. **SCHOOL AND DAY CARE CANCELLATIONS:** Employees who have children in schools or day cares that have been cancelled, and whose children are not old enough to care for themselves, will be allowed time off from work without being penalized. However, in turn, we are asking employees to try to locate other care for their children that you are comfortable with, such as a relative or neighbor. If/when that is not possible, please talk with your supervisor to see if there is an alternate work schedule you can do. This may include working a different shift, telecommuting, or another arrangement. If the only option available for you is to take time off of work, employees will be allowed to use voluntary furlough, with approval of your department head. Employees may also use vacation pay, floating holiday pay, random hours, or compensatory time, prior to using unpaid time. Sick pay may be used only after 40 hours of other accruals are used. Voluntary furlough can be used at any time during the absence for school and day care closings. The voluntary furlough hours may be taken in as small as 15 minute increments, pending approval of your department head. The FFCRA paperwork must be completed to track time off due to COVID-19 cancellations and to be eligible for credit, pending any new legislation in 2021.
7. **SICK LEAVE:** With the approval of the department head, new employees may access sick pay immediately (prior to the 6-month probationary period). Also, with the approval of Human Resources and/or County Administrator, employees may be able to use accruals already earned for 2022. This will reduce the amount of vacation received in January 2022.
8. **TELECOMMUTING GUIDELINES:** The telecommuting guidelines provided in March 2020, will continue. Employees will be expected to have prior approval for remote work and while remote working, will continue to represent the county in the same professional manner as is expected if physically at work. This includes:
- Dressing and acting professionally as if you were meeting in person (i.e. No sweatshirts/ripped jeans; no eating during meetings;
  - Keeping your camera on during meetings. If your camera is off, or you do not have one, the reason should be noted;
  - Working during your normal work hours, unless approved otherwise by your department head and communicated to co-workers;
  - Checking phone messages regularly throughout the day. Phone messages should not be older than 24-hours unless you have changed your voice message that you are out of the office (i.e. vacation) and unable to return messages promptly. Checking voice messages can be done by calling 920-674-7600 and following the prompts to enter your extension and your ID for retrieving messages.

- Reporting your time accurately and following other time-keeping work rules, such as two 15-minute paid breaks, unpaid 30-minute meal break, calling in absences as required by your supervisor, etc.

9. **TRAVEL:** COVID-19 is still prevalent in Wisconsin, the United States, and throughout the World. Both international (overseas) and U.S. travel continues to be risky and the spread of COVID-19 can change quickly, including in areas of travel destinations. If an employee must travel, they should prepare for:

- Changing travel restrictions.
- New requirements for airline passengers traveling to the U.S. from a foreign country.
- Staying in-place if become sick, which could mean isolating or quarantining at your travel destination, thereby postponing your return.
- Planning for the impact of being away from your home for an extended period of time if required to isolate or quarantine in-place.

a. ***International travel:*** International travel is deemed not safe because COVID-19 continues to spread all over the world and is discouraged by the County, but not prohibited. If traveling to another country, check with your destination's Office of Foreign Affairs or Ministry of Health or the US Department of State, Bureau of Consular Affairs, Country Information page for details about entry requirements and restrictions for arriving travelers.

As of January 26, 2021, there are new requirements for all air passengers arriving to the US from a foreign country to get tested no more than 3 days before their flight departs and to present the negative results or documentation of having recovered from COVID-19 within the past 90 days to the airline before boarding the flight. Details of the CDC order and recommendations for after international travel can be found at the CDC International Travel site. If, despite these recommendations, you choose to travel, the following will be required upon return:

- Self-monitor for symptoms of COVID-19 for 14 days, including check your temperature twice daily and if you develop symptoms like fever, cough, shortness of breath, call your doctor and stay home.
- Get tested with a viral test 3-5 days after travel **AND stay home and self-quarantine** for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- EXCEPTION to quarantine: If you have documented proof that you have received the entire series of the COVID-19 vaccination and travel after 14 days of the final vaccination series and return before 90 days of the last of the series, as long as you do not exhibit any symptoms of COVID-19, you will not need to quarantine.

b. ***Travel Out of State:*** If traveling out of the State of Wisconsin and traveling by airplane, train, or boat (including riverboat), employees will be required to follow the same guidelines as international travel. Upon return:

- Self-monitor for symptoms of COVID-19 for 14 days, including check your temperature twice daily and if you develop symptoms like fever, cough, shortness of breath, call your doctor and stay home.
- Get tested with a viral test 3-5 days after travel **AND stay home and self-quarantine** for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.

- If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- EXCEPTION to quarantine: If you have documented proof that you have received the entire series of the COVID-19 vaccination and travel after 14 days of the final vaccination series and return before 90 days of the last of the series, as long as you do not exhibit any symptoms of COVID-19, you will not need to quarantine.

c. Travel, Work-Related: Work-related travel outside of Jefferson County to attend conferences, work with clients and/or inmates, and other approved work-related events are not prohibited at this time, but require prior approval by your department head. Department heads must review the employee's request, activities required during travel, and other safety concerns related to COVID-19 transmission and approve requests if travel is critical for the employee's job (ie. transport of an inmate) or if the risk of transmission is low (ie. Conference hotel has taken physical distancing precautions, etc.). If travel by airplane, train, or boat is required, quarantine restrictions will be in place:

- Self-monitor for symptoms of COVID-19 for 14 days, including check your temperature twice daily and if you develop symptoms like fever, cough, shortness of breath, call your doctor and stay home.
- Get tested with a viral test 3-5 days after travel **AND stay home and self-quarantine** for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- EXCEPTION to quarantine: If you have documented proof that you have received the entire series of the COVID-19 vaccination and travel after 14 days of the final vaccination series and return before 90 days of the last of the series, as long as you do not exhibit any symptoms of COVID-19, you will not need to quarantine.

10. **VOLUNTARY FURLOUGH:** With Department head approval, employees may use unlimited amount of voluntary furlough prior to utilizing accrued benefits. During this specific time only with voluntary furlough, the County will continue to calculate your benefits based on the unpaid voluntary furlough and will continue your health/dental insurance, providing the employee continues to pay his/her share of premiums. Employees using voluntary furlough may not carryover accrued time into 2022.