

Agenda - Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 202 and Videoconference
Jefferson, WI 53549

Tuesday, April 20, 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 March 23, 2021, Human Resources Committee Minutes
8. Discussion and possible action extending the Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act as provided under the Federal American Rescue Plan
9. Discussion and update on review of Personnel Policies and the Personnel Ordinance
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 March 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, April 20, 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, March 23, 2021 @ 8:30 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom.us/j/97873260337

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 at 8:31am); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Other staff present: Kathi Cauley, Human Services Director; Marc DeVries, Finance Director; Donald Hunter, Captain; Terri Palm-Kostroski, Human Resources Director; Jeffrey Parker; Chief Deputy; 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 February 16, 2021, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee February 16, 2021, minutes as presented. Second by B. White. Motion passed 4:0.**
8. Discussion and possible action recommending two full-time Mental Health School Social Worker positions at Human Services. **Motion by B. White to approve the creation of two full-time School Psychotherapist positions at the Human Services Department. Second by M. Wineke. Motion passed 5:0.**
9. Update and discussion of the Federal American Rescue Plan and how it may apply to Jefferson County. T. Palm-Kostroski and M. DeVries provided an update on the ARPA, specifically addressing paid leave, Dependent Care Assistance Program, and the Employee Retention Credit, and how the tax credit process works. Information only. **No action taken.**
10. Discussion and possible action approving optional COVID relief for employees electing Dependent Care Flexible Spending (FSA), permitting election changes on a quarterly basis without an IRS-approved qualifying change of status event for plan year ending 2021. **Motion by M. Wineke to approve allowing employees to make changes on a quarterly basis to their dependent care flexible spending. Second by L. Payne. Motion passed 5:0.**
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 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.* **Motion by J. Fitzgerald to move into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(g) and Section 19.85 (1)(b). Second by M. Wineke. Braughler, Aye; Fitzgerald, Aye; Payne, Aye; White, Aye; Wineke, Aye. Moved into closed session at 9:03 a.m.**

Note: M. DeVries, D. Hunter, T. Palm-Kostroski, J. Parker, and B. Wehmeier also present for closed session, with

D. Hunter and J. Parker absent for discussion under 19.85 (1)(g).

12. Reconvene into open session for possible action in items discussed in closed session. **Motion by B. White, to reconvene into open session. Second by L. Payne. Motion passed 5:0. Moved into open session at 9:35am.**
Motion taken as Civil Service Commission:
 - a. **Motion by M. Wineke to approve the two disciplinary recommendations proposed by the Sheriff as stipulated and discussed in closed session. Second by B. White. Motion passed 5:0.**
13. Review of February 2021 monthly financial reports for Human Resources and Safety. Information only. **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, one new hire starting above minimum and an extra week of vacation, and COVID-19 activities and training for the Human Resources Coordinator II position. **No action taken.**
15. Set next meeting date and agenda items: Tuesday, April 20, 2021 8:30 a.m.
16. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 5:0. Meeting adjourned at 9:43 a.m.**



JEFFERSON COUNTY HUMAN RESOURCES

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TERRI PALM KOSTROSKI
Human Resources Director

CASEY RADTKE
Benefits Administrator

JESSICA TUCKER
Human Resources Coordinator II

VACANT
Risk Manager/Safety Officer

TO: All Jefferson County Employees

FROM: Human Resources

DATE: April 8, 2021 (revised April 9, 2021)

RE: COVID Policy updates

Jefferson County will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, consumers, inmates, and all visitors, while furthering the County's mission and values. The County's policies and plans are aligned with guidance from government agencies, public health officials, the Centers for Disease Control and Prevention (CDC). In addition, there are certain regulation requirements under the Wisconsin Department of Safety and Professional Services (DSPS) and Occupational Safety and Health Administration (OSHA) that the County is legally obligated to adhere to ([OSHA's direction for implementing COVID-19 Prevention Program.](#))

This pandemic presents a constantly evolving and dynamic situation, and the County will continue to review the available scientific evidence base and appropriately update policies and plans as more information and data becomes available. These policies are in place primarily to protect the health of all involved, but to also mitigate potential legal and other risk-management consequences. Non-compliance with these policies may unintentionally place others at risk and may result in corrective action.

Any questions regarding the safety of staff, consumers, clients, and public should be discussed with your supervisor and/or department head. If the issue is not satisfactorily resolved, please contact the Human Resources Director, who has been designated as the County's COVID Safety Program Coordinator.

Safety Practices

Employees are asked to be considerate of others and to consistently participate in the safety practices described below, as they are intended to help mitigate the risk of COVID-19 transmission and make our County and community safe. Further, the County has identified areas of high or moderate risk by position, based on job duties, and have provided necessary policy and personal protective equipment to keep all employees and public as safe as possible due to COVID. These positions primarily are meeting face-to-face with others, with the inability to physical distance. Sample

PPE made available include sneeze guards or other physical barriers, fitted N95 respirator masks, gloves, gowns, etc.

A. **County Face Mask Policy.** All employees and contractors, regardless of whether they have received a COVID-19 vaccination, are required to wear face masks/coverings while inside County buildings, unless otherwise noted [below](#). Face masks are also specifically required in the following situations:

1. When necessary to comply with any applicable governmental face mask orders to include compliance with Supreme Court and/or Local Court rules.
2. In hallways and corridors where it is likely to cross individual paths.
3. When outdoors and in the presence of others if physical distancing is difficult to maintain.
4. When multiple individuals are in a County vehicle.
5. When it is determined by an employee's supervisor that wearing a mask is necessary for specific job duties.
6. Human Resources, in consultation with Public Health, will determine if particular types of face masks are required for particular job settings, and this will be communicated through supervisors.

Face masks should be worn so that they cover the individual's nose and mouth and fit snugly against the sides of the person's face without gaps. How a face mask is worn and the type of mask utilized should be consistent with [CDC guidance](#). In general, this means the face mask should help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the face mask coughs, sneezes, talks, or raises their voice. As examples, face masks that are crocheted or beaded would not be considered sufficient for purposes of this policy. The CDC also recommends the use of a mask with multiple layers instead of a mask with only a single layer.

Exceptions. There are certain situations where a face mask is not required to be worn while in County facilities or County property, as follows:

1. When alone in a private office or workspace. People working in a cubicle or other open area where people are, or could be, in close proximity (closer than 6 feet) are expected to wear a mask unless another exception applies.
2. When working behind a plexiglass barrier and ample physical distancing from others can be consistently maintained. Nevertheless, those people working behind plexiglass barriers are encouraged to wear a mask, particularly in high-traffic areas, or at minimum put on a face covering when approached by another.
3. When actively engaged in eating/drinking in an indoor or outdoor space. Employees should remain 6 feet or more apart when eating/drinking.
4. When two or more employees are together, in confined spaces or otherwise, and all employees together have been fully vaccinated.
5. When an individual has a health condition related to the wearing of a mask and an accommodation has been granted (see the ["Accommodations"](#) section below).

Accommodations for Mask-wearing: If an individual has a health condition related to the wearing of a face mask, Human Resources should be contacted. When such an issue is raised,

an individualized assessment will occur to determine if an exception to this face mask policy will be granted as an accommodation.

Non-Compliance: If an employee declines to wear a face mask as required, the supervisor is responsible for addressing it with the employee. Employees should refrain from addressing non-compliance or perceived non-compliance directly with other employees and should instead report issues to their supervisors.

Other Guidance on Face Masks: Individuals may supply their own face mask for general use. In addition, the County has provided two washable and reusable face masks to every employee, and additional masks for employees who request them, while supplies last. To obtain a face mask from the County, employees should contact their direct supervisors.

Proper use and care of face masks are the responsibility of the individual. For additional guidance on the use and care of face masks, visit the [CDC Website](#).

B. Physical Distancing. Employees are expected to maintain appropriate physical distancing to avoid being exposed to or spreading COVID-19. To that end, the County has implemented the following physical distancing/separation measures:

1. Employees should maintain at least a distance of 6 feet (about 2 arms' length) from other people at all times. This includes times that employees may have breaks and meal breaks together. **EXCEPTION:** If everyone is fully vaccinated, it may be appropriate to not physical distance, but caution should continue to be exercised.
2. Employees should avoid crowded places and avoid mass gatherings.
3. Employees should refrain from entering other employees' offices and cubicles, utilizing electronic communication, where possible.
4. Employees should avoid physical contact with others, such as hugging and handshakes.
5. Employee should avoid those who appear to be demonstrating symptoms of COVID-19. If an individual is presenting symptoms consistent with COVID-19, they should remain home.
6. Signage has been posted in all public places on campus, both interior and some exterior. This includes elevators, restrooms, conference rooms, lounges, and other places that individuals can congregate, as well as entry ways, benches, and other exterior gathering places. This signage encourages physical distancing and, if applicable, includes capacity limitations.
7. Plexiglass barriers have been provided for employee workstations in high density, public areas that involve regular face-to-face contact with others.
8. Additional measures may be implemented by the supervisor of an assigned work area.

C. Employee Health Screening Process. It is critical for employees to understand and be aware of COVID-19 symptoms. More information about COVID-19 symptoms is available on the [CDC's Website](#).

If an employee is experiencing symptoms of COVID-19 (without a separate diagnosed cause, e.g., asthma, allergies, etc.), that employee should not come to work. Similarly, if an employee has been notified of exposure to someone who has been diagnosed with COVID-19 within the last 14 days, that employee must stay home until determined their quarantine-period (SEE [QUARANTINE GUIDANCE](#)). In addition, if an employee develops symptoms while at work, the

employee should separate from others and leave work in a manner that reduces any contact with others. *It continues to be imperative for employees to communicate with their supervisors in situations like these.*

1. Daily Symptom Self-Check. Employees working on-site must monitor **symptoms** every day before reporting to work. If an employee experiences symptoms of COVID-19 (without a separate diagnosed cause, e.g., asthma, allergies, etc.), the employee should not come to work. The employee should stay home and contact their supervisor.
2. Higher-Risk Populations. According to the CDC, individuals with certain conditions may have an **increased risk** for COVID-19 infection. Employees who have been instructed to return to work on-site and have concerns about doing so due to a condition that places them in a higher-risk group, those who are pregnant, or those who wish to seek disability accommodations related to returning to on-site work should contact the Human Resources Department at terrip@jeffersoncountywi.gov or calling 920-674-7103.

D. Personal Sanitation Measures. Employees should maintain good personal sanitation/hygiene, keeping the following in mind:

1. Frequent hand washing is the first line of defense against the spread of COVID-19. Employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol.
2. Employees are encouraged to carry their own hand sanitizer and keep some at their workstations.
3. Employees are encouraged to bring their own water to minimize use and touching of water fountains (and to use the hands-free, bottle filling stations where available).
4. Employees should minimize or avoid sharing personal items and work supplies with others.
5. In addition, the County has implemented the following measures to encourage people on the County's facilities to practice good sanitation/hygiene.
 - a. Hand sanitizer is available in various locations around County buildings.
 - b. Gloves will be made available to employees based on category of employment and job duties.
 - c. Hand washing and hygiene posters are displayed in various locations around facilities, including administrative buildings and restrooms.
 - d. Supervisors are advised to continue to remind employees of good hygiene practices as needed, such as:
 - i. Frequent hand washing.
 - ii. Covering coughs and sneezes with a tissue, then throwing the tissue in the trash; if a tissue is unavailable, the cough or sneeze should be covered with the inside of an elbow, not the hands.
 - iii. Avoid touching eyes, nose, or mouth.
 - iv. Cleaning frequently touched surfaces often; and
 - v. Keeping tissues and hand sanitizers easily accessible.
 - vi. Additional measures may be implemented by the supervisor of an assigned work

area.

- vii. Hand sanitizer, gloves, face masks, and disinfectant wipes are available may be obtained by having your supervisor contact Human Resources.

E. **Cleaning and Disinfecting Protocols.** While, as discussed further below, the County has implemented significant cleaning and disinfecting measures, employees and departments are also expected to assist with cleaning their workspaces and other high touch surface areas in their physical work environments. Cleaner and disinfectant will continue to be provided in high traffic areas, as needed.

As it relates to cleaning and disinfecting the facilities, the County has implemented the following protocols.

- HVAC (ventilation) systems and ducts have been thoroughly cleaned and ongoing ionization systems installed in some County buildings.
- Deep cleaning will continue to occur at regular intervals based on a building's occupancy and use.
- Open buildings will continue to be cleaned and disinfected daily at regular intervals, and as necessary based on occupancy and use.
- Cleaning and disinfecting of high touch surface areas (such as controls, door handles, elevator panels, railings, copy machines, etc.) will continue to occur on a regular basis.
- An electrostatic disinfecting sprayer will continue to be utilized where appropriate.
- Additional cleaning measures will be taken if the County is notified that an individual is/was on County property/facilities with a positive diagnosis of COVID-19.
- Additional measures may be implemented by the supervisor of an assigned work area.

F. **Wellness.** This pandemic can be stressful both personally and in the workplace. Employees should be mindful of their well-being and take steps to cope with this situation in a positive way (e.g., eat healthy, exercise, get sleep, talk with a trusted acquaintance, take breaks from the news and social media, etc.). The CDC has published information about [Coping with Stress](#) during this time. In addition, employees are encouraged to visit the County's Employee Assistance Program, LifeMatters through Empathia at www.mylifematters.com or by calling 800-634-6433.

G. **Questions or Concerns.** If an employee has or may have a need for leave or disability accommodations related to COVID-19, the employee should contact Human Resources. Or, if an employee has questions or concerns regarding safety while at work in light of the pandemic or this plan, those issues should be discussed with their supervisor and, if not resolved, Human Resources should be contacted.

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 March 12, 2021, the Centers for Disease Control (CDC) published updated guidance that provided shortened options for quarantine periods for people exposed to COVID-19 who are considered “close contacts.” The new guidelines offer options to reduce the recommended quarantine period as long as the individual is not presenting symptoms of COVID-19. Jefferson County will follow the following guidelines for quarantine options:

- 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.

C. Exceptions: Employees who have had COVID-19 within the past 3 months or who are [fully vaccinated](#), do not need to quarantine upon exposure, providing they do not develop new symptoms. Individuals who develop symptoms may need to be tested again if there is no other cause identified for their symptoms.

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.

D. 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 physical 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.

E. Certification Form Required when needing to quarantine/isolate. [An employee shall complete the “JEFFERSON COUNTY COVID-19 GUIDELINES” form](#) for any of the following circumstances:

1. Testing positive for COVID-19 or awaiting test results.
2. Having been advised by a health care provider or government official to stay home and self-quarantine.
3. Having close contact in the last 14 days with an individual who has tested positive for COVID-19 or who showed symptoms of COVID-19 (this does not apply if the employee is [fully vaccinated](#) and remains asymptomatic after the exposure).
4. Experiencing symptoms of COVID-19 (without a separate diagnosed cause, e.g., asthma, allergies, etc.).
5. Having been notified of exposure as a close contact to COVID-19 within the last 14 days (this does not apply if the employee is fully vaccinated and remains asymptomatic after the exposure).
6. Traveling outside of the United States (see the COVID-19 [Travel Standards](#) for more details).
7. Traveling within the United States if by airplane, boat, train or bus, or if [traveling by car to areas](#)

[identified with outbreaks or a high incidence of variants of concern of COVID-19, or with over a case rate of 500 cases per 100,000 individuals](#), or if entering a **substantial** (orange) or high (red) risk area ([CDC COVID-19 Data Tracker](#)) and engaging in risky activities identified congregating indoors or crowded areas outdoors, such as having to stand in lines, crowded beaches, restaurants/bars that do not adhere to physical distancing guidelines. If unsure if your planned activities fall in this realm, please contact Human Resources. This does not apply if the employee is fully vaccinated and remains asymptomatic after the exposure.

COVID-19 Vaccinations

Jefferson County is remaining supportive to employees who desire to receive the COVID vaccination. If you would be interested in receiving the vaccine, please let us know by completing a short questionnaire. This is a NEW survey, to replace a survey sent a couple of months ago. Based on the response received, we will determine the ability to offer the vaccine at a convenient time and location for the majority of employees who would like the vaccine. [Click here if you are interested in receiving the vaccine](#). If you have already received one or both vaccination doses, please do NOT use this form.

Employees will be allowed up to one-hour of paid time (for each dose of the series) to receive the COVID-19 vaccination, *providing it does not exceed the total number of hours for the scheduled work week*. Employees will need pre-approval from their supervisor and should use the Paid Leave Code with the Vaccine Activity Code, when completing their time sheet. This is available if the employee receives the vaccination organized by the County, or through their own health provider. [Please complete the request form here](#), prior to receiving your immunization, for approval of the paid leave.

Fully vaccinated people can

- Visit with other fully vaccinated people indoors without wearing masks or physical distancing.
- Visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing.
- Refrain from quarantine and testing following a known exposure if asymptomatic.
- Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel.
- Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States.

For now, fully vaccinated people should continue to:

- Take precautions in public like wearing a well-fitted mask and physical distancing.
- Wear masks, practice physical distancing, and adhere to other prevention measures when visiting with unvaccinated people who are at [increased risk for severe COVID-19](#) disease or who have an unvaccinated household member who is at increased risk for severe COVID-19 disease.
- Wear masks, maintain physical distance, and practice other prevention measures when visiting with unvaccinated people from multiple households.
- Avoid medium- and large-sized in-person gatherings.
- Get tested if experiencing [COVID-19 symptoms](#).
- Follow guidance issued by individual employers.

Follow CDC and health department travel requirements and recommendations.

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated.

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. Individuals who are [fully vaccinated](#) may travel at lower risk for COVID-19, per CDC.

As of February 18, 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 do not get tested, stay home and self-quarantine for 10 days after travel.

EXCEPTION: Individuals who have received the entire series of the COVID-19 or if you have had COVID-19 illness within the previous 3 months AND have recovered AND remain without COVID-19 symptoms do not have to quarantine after international travel.

International Travel

RECOMMENDATIONS AND REQUIREMENTS

Not Vaccinated

Fully Vaccinated

Get tested 1-3 days before traveling out of the US



Mandatory test required before flying to US



Get tested 3-5 days after travel



Self-quarantine after travel for 7 days with a negative test or 10 days without test



Self-monitor for symptoms



Wear a mask and take other precautions during travel



- B. [Domestic Travel:](#) Domestic travel includes travel by airplane, boat, bus, train, OR automobile if traveling to an area with widespread variances of COVID-19 or high community transmission. All employees should complete [the COVID Guideline Form](#) prior to travel to understand any restrictions upon return.
1. *Vaccinated individuals and individuals who have had COVID-19 illness within the previous 3 months AND have recovered AND remain without COVID-19 symptoms.* Effective April 2, 2021, the CDC issued guidelines that [fully vaccinated](#) travelers and individuals who have had COVID-19 in the previous 90 days and have recovered:
 - a) can safely travel within the United States and do not need to get tested before or after travel unless their destination requires it, and do not need to self-quarantine providing they are asymptomatic.
 - b) should still follow CDC's recommendations for traveling safely including: wearing a face covering, practicing physical distancing, and practicing good hygiene (washing hands often; use hand sanitizer)
 2. *Non-vaccinated or NOT fully-vaccinated individuals.*
 - a) It is recommended you get a viral test 1 – 3 days before your trip.
 - b) While traveling, follow CDC's recommendations for traveling safely including: wearing a face covering, practicing physical distancing, and practicing good hygiene (washing hands often; use hand sanitizer)
 - c) After you travel, **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.
 - d) If you don't get tested, stay home and self-quarantine for 10 days after travel.

- e) Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- f) Employees may use up to a cumulative of 80 hours of sick time (pro-rated for part-time employees) for any reason to quarantine in which sick time normally would not be allowed.
- g) Employees in safety-sensitive positions may be allowed to return to work, providing they are properly fitted with a respirator (i.e., N95 masks), remain asymptomatic, and have the approval of the County Administrator.

Domestic Travel Recommendations Quick Reference

Updated Apr. 2, 2021

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[Alternative Format](#)

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Domestic Travel Recommendations and Requirements	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

Last Updated Apr. 2, 2021

- 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 (i.e., transport of an inmate) or if the risk of transmission is low (i.e. Conference hotel has taken physical distancing precautions, employee is [fully vaccinated](#), etc.). Domestic travel restrictions as indicated shall apply.

POLICY: FLEXIBLE or ALTERNATIVE WORK SCHEDULES

Flexible work policies refer to flexible working schedules, which offer employees the benefit of working outside of the traditional 9 a.m. to 5 p.m. schedule. Some flexible work policies allow employees to work when they feel most productive and other policies allow them to work where they feel most comfortable.

- Flex time
- Alternative schedule
- Compressed schedule
- Remote/telecommuting
- Job sharing
- Split shift

Flex time

Flex time, also known as adjusted hours, allows employees to choose what time they start working and what time they leave. This gives them more freedom to move work hours around to accommodate activities that take precedence without missing hours, or to work when they are most productive. Some employees may prefer to work early hours, while others may work better later at night or more on the weekends.

Alternative schedule

An alternative schedule is very similar to a flexible schedule, but it consists of shift work that works outside of the regular 9 a.m. to 5 p.m. and lacks the flexibility of flex time. Normally shift jobs include three shifts: first, second and third. This schedule is set up by the employer, but employees may have the opportunity to switch shifts if the opportunity presents itself and a spot opens.

Compressed schedule

A compressed schedule is also called a shortened workweek and means an employee will work longer hours during their days on to have more days off. The most common compressed workweeks are four consecutive 10-hour workdays with three days off or three 12-hour shifts with four days off, often used in the nursing field. This alternative arrangement provides more personal time for employees and can help save costs for childcare and transportation.

Remote/Telecommuting

Remote work, also referred to as telecommuting or working from home, is a flexible work policy that allows employees to perform their job outside of the traditional office

setting. Remotely working employees can perform their job responsibilities anywhere they want to and in some cases any time they choose, as long as they have access to the internet and employer systems needed to complete their work. This is most suitable for jobs where work is done on the computer, teams can effectively use video conferencing and online chat to communicate, and a hardship isn't imposed upon others working on-site to ensure customers/general public needs are met.

Job sharing

Job sharing means a single full-time position is split between two or more people. Each person works a portion of the total work week. Though much less common than other flexible work policies, this option can work in situations where an employer needs security that a particular position will remain covered at all times, employing two people to handle the same responsibilities, leaving at least one person available to work full-time if the other is away. This works best with two individuals that communicate well with each other.

Split shift

A split shift means an employee works half their shift, takes a break, then finishes the remaining hours later that day. it could also include more than one break lasting one to two hours, depending on the needs of the employee and the employer's leniency. The point of a split shift is to allow room for important life situations like caring for children or attending school.

Telecommuting and Remote Work Policy and Procedure

SUMMARY/POLICY STATEMENT:

The County considers telecommuting or remote work to be a viable alternative work arrangement in cases where the individual employee, the job, and the supervisor are well-suited to such an arrangement. Not all employees and positions are suitable for telecommuting or remote work. Suitability for telecommuting or remote work is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and approved per this policy.

PURPOSE:

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Jefferson County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is a privilege and not an entitlement.

PROCEDURES:

A. ELIGIBILITY

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement, but all arrangements must be approved by either the Human Resources Director or County Administrator and a Remote/Telecommuting agreement completed. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resource department will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters. This includes, but is not limited to, job performance, interaction with others, attendance, personal accountability, safety habits and behavioral impacts on the department.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework. This includes ability to ensure accountability of the employee and network security and privacy protocols.
- Home environment: The employee and manager will review the home environment to ensure it is one where the employee can work productively, without frequent interruptions, and safely.
- Staffing needs. The manager will assess the needs of the department and remaining staff who are not working remotely to ensure the public's needs are met and additional workload is not imposed on existing staff. Kinds of

All remote/telecommuting arrangements will be made on a case-by-case basis, focusing first on the business needs of the County and the citizens served.

B. CATEGORIES

1. Short-term remote/telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. Other short-term arrangements may be made for employees needing to care for an immediate family member who is self-sufficient. For example, consideration may be given for a parent caring for their 12-year-old child, who shouldn't be left alone all day but is able to care for him/herself, verses a newborn or young child. Approval may be granted to allow the employee to reduce the amount of sick leave used but should not be used to allow the employee to avoid using vacation/holiday/compensatory leave. These arrangements are approved on an as needed basis only, with no expectation of ongoing continuance, and may be able to reduce the amount of sick leave.
2. Long-term remote/telecommuting arrangements will only be considered in rare circumstances, such as employees on family or medical leave, and not to exceed three months or 12 weeks. Remote/telecommuting eliminates or greatly reduces the ability for many workers to provide the essential function of providing excellent service to the citizens of Jefferson County. Any request to exceed 12 weeks will be considered only as a reasonable accommodation and only if the employee is able to continue to complete all essential functions of their job.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or the

County. Every effort will be made to provide one week notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

C. EXPECTATIONS

When telecommuting, employees are still obligated to comply with all Jefferson County rules, policies and procedures. Violation of such rules, policies and procedures may result in immediate cessation of telecommuting arrangement, and possible corrective action. Telecommuting does not change the terms and conditions of employment with Jefferson County and County and department demands remain a priority.

1. *Time Keeping Requirements.* Employees are to accurately record all hours worked to ensure compliance with the recordkeeping and overtime requirements of the law, and substitute applicable leave as appropriate.
2. *Normal work hours.* Unless pre-approved, employees are expected to work and be responsive during their normal work schedule. This ensures that co-workers and our citizens are able to maintain necessary communication with you. Employees should continue to take regularly scheduled breaks and stand up and move around occasionally. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches.
3. *Productivity and Presence.* Employees are expected to maintain at least the same level of productivity and presence as when physically on-site. Presence may be maintained by using appropriate technology including but not limited to a computer, email, telephone, messaging applications, video conferencing, instant messaging, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular county location and will make themselves available to attend scheduled work meetings as required and/or requested.

Evaluation of telecommuter performance will include regular interaction by phone, email, and video conferencing and weekly face-to-face meetings to discuss work progress and problems. Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

4. *Dress appropriately.* Employees are expected to dress as if they are in the office or meeting with the public. Employees may be asked to join a virtual meeting with little or no notice, and it is expected employees continue to represent the county and the department in a professional manner, including appearance.

5. Safe workplace. Maintaining a safe home office is the teleworker's responsibility. Employees need to ensure that their work space is safe and free from any hazards, including but not limited to: away from noise and distractions; floors are clear from trip hazards; drawers do not open into walkways or cause a tripping hazard; electrical cords are secured under a desk or along a wall and away from heat sources; temperature, ventilation, and lighting are adequate; carpets or rugs are well-secured to the floor and free of frayed seams; there is a working smoke detector in the workspace; walkways and doorways are free of clutter and unobstructed; you have an evacuation plan in the event of a fire and a shelter-in-place plan in the event of severe weather; sufficient electrical outlets are accessible and equipment is connected to a surge protector; electrical plugs, cords, outlets are in good condition; workstation is ergonomically correct with adjustable chair, back adequately supported by a backrest and feet are on the floor or supported by a footrest, you have enough leg room at your desk, there is sufficient lighting for reading, the computer screen is at eye level and free from noticeable glare, there is space to rest the arms while not keying.

Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the county's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Non-work activities may not interfere with remote/telecommuting arrangement. Employees should set up a separate space in the home or other remote area to work. This will assist in splitting your home and work activities. Workspace should be free from unnecessary interruptions and communicate to family and roommates that even though you are at home, you are unavailable during your scheduled work hours.

6. Computer and other Equipment.

Employees shall use Jefferson County issued equipment to access County email and systems via the Virtual Private Network. The use of equipment, software and supplies provided by the County is limited to use by authorized personnel and for purposes relating to County business. Jefferson County reserves the right to monitor work activity.

Employees must ensure the safekeeping of all County documents, systems and equipment. Restricted access and confidential material may not be taken out of the office or remotely accessed without approval by the department head.

Employees must have a working telephone or cellphone at their remote location and appropriate internet connection. Employees should either check their voice messages frequently throughout the day or have incoming calls forwarded to their remote location phone.

The County assumes no responsibility for operating costs, supply costs, or damage to personal equipment as a result of the remote/telecommuting arrangement, including but not limited to personal computers, printers, personal devices, cellular or standard telephones. Examples of costs include utility, telephone bills, internet costs, supply costs used in home.

7. Security.

Consistent with the county's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary county and customer/client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

8. Childcare.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may *occasionally* be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a telecommuting agreement.

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FROM 2021 01 TO 2021 03

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 Human Resources							
12301 411100 General Property Taxes	-414,734	0	-414,734	-103,683.39	.00	-311,050.20	25.0%
12301 421001 22101 State Aid	0	0	0	.00	.00	.00	.0%
12301 451002 Private Party Photocopy	-20	0	-20	.00	.00	-20.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-13.43	.00	-26.57	33.6%
12301 451200 Records & Reports	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
12301 486010 Rebates	-6,905	0	-6,905	.00	.00	-6,905.00	.0%
12301 511110 Salary-Permanent Regular	184,682	0	184,682	41,446.83	.00	143,234.71	22.4%
12301 511110 22101 Salary-Permanent Regula	0	0	0	157.52	.00	-157.52	.0%
12301 511210 Wages-Regular	57,897	0	57,897	3,456.34	.00	54,440.88	6.0%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511220 Wages-Overtime	0	0	0	32.49	.00	-32.49	.0%
12301 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511240 22101 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12301 511330 Wages-Longevity Pay	324	0	324	.00	.00	323.75	.0%
12301 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12301 512141 Social Security	17,903	0	17,903	3,288.02	.00	14,614.59	18.4%
12301 512141 22101 Social Security	0	0	0	11.29	.00	-11.29	.0%
12301 512142 Retirement (Employer)	16,396	0	16,396	2,997.43	.00	13,398.49	18.3%
12301 512142 22101 Retirement (Employer)	0	0	0	10.63	.00	-10.63	.0%
12301 512144 Health Insurance	45,801	0	45,801	9,269.37	.00	36,531.95	20.2%
12301 512144 22101 Health Insurance	0	0	0	24.11	.00	-24.11	.0%
12301 512145 Life Insurance	76	0	76	17.01	.00	59.43	22.3%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 HSA Contribution	4,500	0	4,500	1,500.00	.00	3,000.00	33.3%
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	.00	.00	.00	.0%
12301 512173 Dental Insurance	3,312	0	3,312	663.49	.00	2,648.51	20.0%
12301 512173 22101 Dental Insurance	0	0	0	3.45	.00	-3.45	.0%
12301 521218 Arbitrator	0	0	0	.00	.00	.00	.0%
12301 521219 Other Professional Serv	16,040	11,000	27,040	4,180.00	8,360.00	14,500.00	46.4%
12301 521219 22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301 521220 Consultant	0	0	0	.00	.00	.00	.0%

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FROM 2021 01 TO 2021 03

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 521225 Section 125	17,300	2,892	20,192	3,699.25	13,600.75	2,892.25	85.7%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	3,000	0	3,000	.00	.00	3,000.00	.0%
12301 521228 Labor Negotiations	0	6,000	6,000	.00	.00	6,000.00	.0%
12301 521229 Recruitment Related	11,750	0	11,750	245.40	.00	11,504.60	2.1%
12301 521229 22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301 521296 Computer Support	3,720	0	3,720	.00	.00	3,720.00	.0%
12301 531105 Flex Plan Surplus	0	0	0	.00	.00	.00	.0%
12301 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12301 531298 United Parcel Service	192	0	192	.00	.00	192.00	.0%
12301 531303 Computer Equipmt & Software	1,000	0	1,000	.00	.00	1,000.00	.0%
12301 531311 Postage & Box Rent	400	0	400	49.04	.00	350.96	12.3%
12301 531312 Office Supplies	375	0	375	253.31	.00	121.69	67.5%
12301 531312 22101 Office Supplies	0	0	0	.90	.00	-.90	.0%
12301 531313 Printing & Duplicating	400	0	400	3.89	.00	396.11	1.0%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	.00	.00	.00	.0%
12301 531320 22101 Safety Supplies	0	0	0	15,246.61	9,851.16	-25,097.77	.0%
12301 531322 Subscriptions	4,610	0	4,610	4,694.00	.00	-84.00	101.8%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	695	0	695	435.75	.00	259.25	62.7%
12301 531326 Advertising	7,900	0	7,900	343.18	5,925.00	1,631.82	79.3%
12301 531351 Gas/Diesel	0	0	0	.00	.00	.00	.0%
12301 531357 Employee Recognition	7,005	0	7,005	360.44	.00	6,644.56	5.1%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	2,150	0	2,150	524.00	.00	1,626.00	24.4%
12301 532332 Mileage	377	0	377	.00	.00	377.00	.0%
12301 532334 Commercial Travel	350	0	350	.00	.00	350.00	.0%
12301 532335 Meals	218	0	218	.00	.00	218.00	.0%
12301 532336 Lodging	1,210	0	1,210	.00	.00	1,210.00	.0%
12301 532339 Other Travel & Tolls	100	0	100	.00	.00	100.00	.0%
12301 532350 Training Materials	9,775	0	9,775	6,445.00	8,266.00	-4,936.00	150.5%
12301 533225 Telephone & Fax	50	0	50	11.81	.00	38.19	23.6%
12301 535242 Maintain Machinery & Equip	400	0	400	99.97	.00	300.03	25.0%
12301 571004 IP Telephony Allocation	403	0	403	100.74	.00	302.26	25.0%
12301 571005 Duplicating Allocation	283	0	283	70.74	.00	212.26	25.0%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,247	0	7,247	1,811.76	.00	5,435.24	25.0%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,210	0	2,210	552.51	.00	1,657.49	25.0%
12301 591519 Other Insurance	2,248	0	2,248	605.31	.00	1,642.48	26.9%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 594813 Capital Office Equip	0	0	0	.00	.00	.00	.0%
12301 594818 Capital Computer	0	11,000	11,000	.00	.00	11,000.00	.0%
12301 699999 Budgetary Fund Balance	0	-28,000	-28,000	.00	.00	-28,000.00	.0%
TOTAL Human Resources	0	2,892	2,892	-1,085.23	46,002.91	-42,025.43	%
TOTAL General Fund	0	2,892	2,892	-1,085.23	46,002.91	-42,025.43	%
TOTAL REVENUES	-432,699	-28,000	-460,699	-103,696.82	.00	-357,001.77	
TOTAL EXPENSES	432,699	30,892	463,591	102,611.59	46,002.91	314,976.34	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	2,892	2,892	-1,085.23	46,002.91	-42,025.43	%

**Report to Human Resources Committee
April 20, 2021**

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since March 16, 2021:

- **Central Services**
 - Custodian
- **Human Services**
 - Administrative Assistant II-Administrative Services
 - Intake Worker
 - Protective Payee
 - Community Support Professional I/II
 - CCS Facilitator II-Child/Adolescent Team) x 2
 - Family Development Worker
 - Children's Long-Term Support Case Manager II
 - Van Driver (OPT)
 - CCS Service Facilitator I
 - Psychosocial Rehabilitation Worker
 - CCS Service Facilitator II (Adult Team)
 - School Psychotherapists x 2
 - Economic Support Specialist I/II
 - Zoning and Onsite Waste Management Technician
- **Parks**
 - Administrative Assistant I
- **Sheriff's Office**
 - Administrative Assistant II
 - Communication Operator I/II

EMERGENCY HELP REQUESTS: The following emergency help requests were received since March 16, 2021:

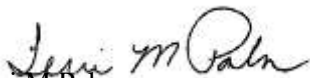
- Health: Registered Nurse assistance with COVID-19 vaccine clinic

LEAVE OF ABSENCE REQUESTS: There was 0 Leave of Absence requests outside of protected FMLA leave.

HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS OR BONUSES FOR CURRENT EMPLOYEES:

- Hiring step 9 – Communication Operator
- Hiring step 11 with 3 weeks of vacation – Event and Operations Manager
- Step 2 – CCS Facilitator II

Respectfully Submitted,


Terri M Palm
Human Resources Director