

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Human Resources / County Manager

**DATE:** August 25, 2020

**REQUESTED ACTION:** Extend Addendum to County Human Resources Policy 11.0 Benefits or as identified in Collective Bargaining Agreements with Unions and Guilds to December 31, 2020.

\_\_\_ Consent \_\_\_ Hearing \_\_\_ County Manager

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## BACKGROUND

The Clark County Council approved an addendum to Clark County Human Resources Policy 11.0 Benefits and applicable Collective Bargaining Agreements with Unions and Guilds on March 18, 2020.

The Addendum clarifies the following:

- Employees who test positive for COVID-19, will be on paid admin leave for three (3) weeks
- Employees who have been placed in mandatory quarantine due to COVID-19 exposure, will be on paid admin leave for two (2) weeks.
- Employees with symptoms consistent with COVID-19, will be on paid admin leave until seventy-two (72) hours after their symptoms resolve, or three (3) weeks, whichever comes first.
- If the County closes due to COVID-19, employees will be on paid admin leave for up to two (2) weeks and may be extended by approval of the Public Health Officer and the Chair of the County Council.

As the County continues to face challenges with COVID-19, staff is recommending extending this Addendum through December 31, 2020.

## COUNCIL POLICY IMPLICATIONS

### ADMINISTRATIVE POLICY IMPLICATIONS

Addendum to County Human Resources Policy 11.0 Benefits

### COMMUNITY OUTREACH

NA

### BUDGET IMPLICATIONS

NA

YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation

	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.
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**BUDGET DETAILS**

Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	
Company Name	

**DISTRIBUTION:**

Council staff will post all staff reports to The Web. <https://www.clark.wa.gov/council-meetings>

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\_\_\_\_\_  
 Kathleen Otto  
 County Manager

**APPROVED:** \_\_\_\_\_  
**CLARK COUNTY, WASHINGTON**  
**CLARK COUNTY COUNCIL**

DATE: \_\_\_\_\_

SR# \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
**Kathleen Otto**  
**County Manager**

DATE: \_\_\_\_\_

# BUDGET IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

## Part II: Estimated Revenues

Fund #/Title	2020 Annual Budget		2021 Annual Budget		2022 Annual Budget	
	GF	Total	GF	Total	GF	Total
<b>Total</b>						

II. A – Describe the type of revenue (grant, fees, etc.)

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	2020 Annual Budget		2021 Annual Budget		2022 Annual Budget	
		GF	Total	GF	Total	GF	Total
<b>Total</b>							

III. B – Expenditure by object category

Fund #/Title	2020 Annual Budget		2021 Annual Budget		2022 Annual Budget	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>						



**CLARK COUNTY WASHINGTON**

**HUMAN RESOURCES**

**clark.wa.gov**

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Vancouver, WA 98666-5000  
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hradmin@clark.wa.gov

<b>Date:</b>	March 16, 2020
<b>RE:</b>	COVID-19 Addendum to County HR Policy 11.0 Benefits Addendum to County HR Policy 19.0 Other Policies (19.2 Emergency Closure and Response)

**HR Policy 11.0 Benefits:**

- Employees, who test positive for COVID-19, will be on paid leave for three (3) weeks.
- Employees who have been exposed to someone who has tested positive for COVID-19 and is in mandatory quarantine, will be on paid leave for two (2) weeks.
- Any employee who has symptoms consistent with COVID-19, such as fever, cough and shortness of breath, will be on paid admin leave until seventy-two (72) hours after their symptoms resolved, or three (3) weeks, whichever comes first. Employees may be asked to submit health care provider release before returning to work.

**HR Policy 19.0 Other Policies, 19.2 2 Emergency Closure and Response**

If the County closes in its entirety or in part (e.g. by department, work location, etc.) due to COVID-19, employees will be on paid admin for up to two (2) weeks. This may be extended by approval of the Public Health Officer and the Chair of the County Council.

This Policy Addendum expires ~~August 31, 2020~~ December 31, 2020.



For other formats contact the Clark County ADA Program:  
**Voice** (360) 397-2322; **Relay** 711 or (800) 833-6388  
**Fax** (360) 397-6165; **Email** [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)