

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting on March 26, 2020**

RESOLUTION NO. _____

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS RELATING TO
UPDATED EMPLOYEE PROCEDURES AND POLICIES AND EMERGENCY SIGNING AUTHORITY
IN RESPONSE TO COVID-19**

WHEREAS, on March 4, 2020, Governor Gavin Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, on March 11, the Humboldt County Health Officer declared a local emergency as a result of the threat of COVID-19 which the Board of Supervisors ratified on March 17; and

WHEREAS, On March 16, the Board of Supervisors adopted Resolution 2020, implementing new employee procedures and leave accruals in response to COVID-19; and

WHEREAS, on March 19, the County Health Officer and the Governor issued shelter in place orders; and

WHEREAS, the County of Humboldt, in collaboration with the State of California and the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS, the County of Humboldt is committed to providing its essential services to the community under all circumstances and hazards and has developed Continuity of Operations Plans that identify essential functions, personnel and mission critical systems, among other aspects, in order to continue carrying out critical functions in all circumstances.

WHEREAS, the U.S. Department of Labor encourages employers to be accommodating and flexible with impacted employees, including offering alternative work arrangements and additional paid time off; and

WHEREAS, the Humboldt County Board of Supervisors is committed to ensuring a safe, healthy workforce and community, especially during times of emergency.

WHEREAS, the Board of Supervisors now wishes to update employee procedures in light of the rapidly changing situation surrounding COVID-19.

NOW, THEREFORE, BE IT RESOLVED that:

1. All Departments are encouraged to have their staff work remotely when feasible and focus on core business activities. When continuous remote work is not possible, separating staff by off-setting shift hours or days and/or social distancing is encouraged to allow government services to the community to continue.
2. The Board of Supervisors hereby affirms the language of section 9(A)(9)&(11) of Resolution 82-170, the Humboldt County Salary Resolution, which provides that Management and Confidential employees are entitled to overtime compensation for hours worked in excess of 40 in a week while assigned duties related to a declared emergency.

3. Beginning the pay period of April 5, supervisors of employees who are unable to work, whether remotely or from the office, must fill out a form documenting that an employee is non-essential and unable to work remotely or from the office. The employee will be placed into a pool of employees eligible, first to work as a Disaster Services Worker (DSW), or second, to be assigned to other core county operations. Employees in this pool will be placed on paid administrative leave until assigned in either capacity or declining assignment as explained below.
4. Employees in the pool will be assigned as either a DSW or alternative county assignment as quickly as possible. Both full-time and part-time options will be made available to afford maximum flexibility. Employees unwilling to work as a DSW or assist in other County operations may choose to voluntary furlough, use accrued benefit time, or a combination thereof.
5. Nothing in this Resolution shall be construed as changing or modify the requirements of county employees designated as Disaster Service Workers under Government Code Section 3100 *et. seq.*
6. Resolution No. 20-20 authorized an advance of 80 hours of sick leave for extra help and temporary employees and no further county sponsored benefits are implemented at this time.
7. Nothing in this Resolution shall supersede any employee entitlements under the Families First Coronavirus Response Act.
8. The Human Resources Director is authorized and directed to develop and implement policies and procedures consistent with this Resolution.
9. All department heads, and designees thereof, are hereby authorized to execute agreements related to a declared emergency. The execution of all such agreements must be ratified by the Board of Supervisors at the next available Board meeting.
10. This resolution is to take effect immediately upon passage by the Board of Supervisors.

Estelle Fennell, Chair of the Board

Adopted on motion by Supervisor _____, Seconded by Supervisor _____, and the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

Draft

Attachment 1

KATHY HAYES

Clerk of the Board of Supervisors of
the County of Humboldt, State of California