

**RESOLUTION NO. 2020-24**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF COCONINO COUNTY, ARIZONA, PROVIDING FOR CERTAIN EXCEPTIONS TO THE COCONINO COUNTY PERSONNEL POLICY MANUAL REGARDING LEAVE ACCRUALS DURING THE PUBLIC HEALTH EMERGENCY CREATED BY THE COVID-19 ILLNESS**

**WHEREAS**, on January 30<sup>th</sup>, 2020, the World Health Organization declared the COVID-19 illness a public health emergency of International concern, and on March 11, 2020, the Governor of Arizona declared a state of emergency, and on March 13, 2020, the President of the United States declared a national emergency, and on March 18<sup>th</sup>, 2020, Coconino County declared a local emergency due to the continued spread of the novel coronavirus, COVID-19; and

**WHEREAS**, on March 13, 2020, Coconino County opened its Emergency Operations Center, which is staffed by County employees,

**WHEREAS**, COVID-19 is believed to spread person-to-person in the same manner as the common cold or flu and the best way to prevent contraction of the illness is to avoid exposure from others;

**WHEREAS**, though no case has been confirmed in Coconino County, individuals are encouraged to abide by Centers for Disease Control guidance including avoiding large gatherings and events and stay home if they are sick or showing symptoms such as fever, cough, or shortness of breath;

**WHEREAS**, Coconino County wishes to encourage employees to abide by recommendations from the Centers for Disease Control and Prevention, including the recommendation that employees with symptoms of the virus to stay home and not to go to work until they are free of fever (100.4° or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines; and

**WHEREAS**, the County wishes to reduce the stress regarding the limitations surrounding accrued leave during the time of this emergency and to encourage employees who are sick to stay home regardless of the status of their paid time off accruals;

**NOW, THEREFORE, BE IT RESOLVED** that the Coconino County Board of Supervisors does hereby provide for up to 80 hours of additional paid time off for employees to use in the event they cannot work due to the COVID-19 public health emergency; and

**BE IT FURTHER RESOLVED**, that the Coconino County Board of Supervisors does hereby provide for a temporary exception to the Personnel Policy to allow individual employees to run negative balances of paid time off; and

**BE IT FURTHER RESOLVED**, that the Coconino County Board of Supervisors does hereby provide for a temporary exception to the Personnel Policy to allow individual employees to accrue vacation time above the 240-hour limit set by Policy 6.1; and

**BE IT FURTHER RESOLVED**, that the Coconino County Board of Supervisors does hereby provide for a temporary exception to Personnel Policy 6.7 to provide for a leave bank to assist those who exhaust their leave accruals as a result of the COVID-19 public health emergency, and to allow employees to donate their accrued paid time off time to the leave bank; and

**BE IT FURTHER RESOLVED**, that the County Manager is delegated the authority to determine when these exceptions will expire and shall consider the status of the COVID-19 illness, the ongoing risk to employees and the public, and the County's operational needs.

**PASSED AND ADOPTED** this 18th day of March, 2020.

**AYES:** 5  
**NOS:** 0  
**ABSENT:** 0


(SEAL)

(SEAL)

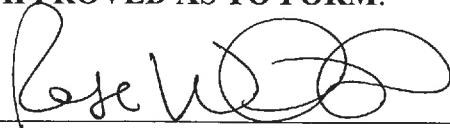
**COCONINO COUNTY BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
Lena Fowler, Chairman

**ATTEST:**

  
\_\_\_\_\_  
Lindsay Daley, Clerk of the Board

**APPROVED AS TO FORM:**

  
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Rose Winkeler, Deputy County Attorney