

RESOLUTION NO. 2020-____-CM

EMERGENCY STAY HOME PAY

WHEREAS, the Tippecanoe County Health Department has declared a public health emergency related to the spread of the COVID-19 virus; and

WHEREAS, the Indiana State Department of Health and the Centers for Disease Control have issued advisories that individuals who are sick should self-isolate and that individuals who are not sick should avoid public gatherings if COVID-19 is spreading in their community; and

WHEREAS, the Board of Commissioners wishes to provide for emergency stay home pay of employees where necessary to prevent or limit the spread of COVID-19 among County employees and between County employees and the public while also providing for the continued functioning of County government;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. The President of the Board of Commissioners may issue an emergency declaration requiring some (e.g. non-critical) or all County employees to refrain from coming to their work stations during such declared emergency. As part of such declaration, the President of the Board of Commissioners may provide that employees directed to refrain from coming to work receive pay (hourly and/or salaried) for their regularly scheduled non-overtime work hours (“Emergency Stay Home Pay”) subject to the provisions of this Resolution.

Sec. 2. If some or all of the employee’s job functions can be performed from home, the employee is expected to perform those job functions from home during the employee’s regularly scheduled non-overtime work hours.

Sec. 3. During the employee’s regularly scheduled non-overtime work hours during the emergency, the employee is considered “on-call” and, therefore, must be available by phone to respond to calls from other County officials and must be available to return to the employee’s work station within

two (2) hours of notice from the employee's supervisor, the Elected Official in charge of the employee, and/or the President of the Board of Commissioners.

Sec. 4. The employee may not work or earn compensation from any other source during the employee's regularly scheduled non-overtime work hours (during which the employee would earn Emergency Stay Home Pay).

Sec. 5. Emergency Stay Home Pay may not exceed two (2) weeks (ten (10) business days) without approval of a majority of the Board of Commissioners.

Sec. 6. Where an employee has been ordered by state or local health officials to quarantine, the President may provide for the employee to be compensated without using employee vacation or sick leave benefits. The Board of Commissioners retains the authority to override any such decision of the President.

Sec. 7. An employee may be re-assigned to duties the President, the Board, or a Department Head deems necessary to support the essential functions of County government.

Sec. 8. The President may suspend the requirement that an employee absent for three or more consecutive days due to illness obtain a physicians verification. The Board of Commissioners retains the authority to override any such decision of the President.

Sec. 9. In the event that the President of the Board is unavailable, the Vice-President of the Board shall have the authority provided to the President under this Resolution, and in the absence of both the President and the Vice-President, the remaining member of the Board shall have such authority.

Sec. 10. This Resolution shall remain in effect until declaration of public health emergency by the Tippecanoe County Health Department is rescinded.

Adopted this 16th day of March 2020.

BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

Tracy A. Brown, President

Thomas P. Murtaugh, Vice President

David S. Byers, Member

ATTEST:

Robert Plantenga, Auditor of Tippecanoe County