

MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
ZOOM MEETING
VIEWING AVAILABLE VIA YOUTUBE AT <https://www.youtube.com/lnktvcity>
COUNTY-CITY BUILDING, ROOM 112
TUESDAY, APRIL 7, 2020
9:00 A.M.

Advance public notice of the Board of Commissioners meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and emailed to the media on April 3, 2020.

Commissioners present: Sean Flowerday, Chair; Rick Vest, Vice Chair; Roma Amundson; Deb Schorr; and Christa Yoakum

Others present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Jenifer Holloway, Deputy County Attorney; Dan Nolte, County Clerk, and Leslie Brestel, County Clerk's Office

The meeting was called to order at 9:00 a.m., the Pledge of Allegiance was recited and the Chair announced the Open Meetings Act is available at Neb. Rev. Stat. § 84-1401-1414.

1) MINUTES:

- A. Approval of the minutes of the Board of Commissioners meeting held on Tuesday, March 31, 2020.

MOTION: Schorr moved and Vest seconded approval of the minutes. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

2) CLAIMS:

- A. Approval of all claims processed through April 7, 2020.

MOTION: Amundson moved and Yoakum seconded approval of the claims. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- 3) CONSENT ITEMS:** These are routine business items that are expected to be adopted without dissent. Any individual item may be removed for special discussion and consideration by a Commissioner or by any member of the public without prior notice. Unless there is an exception, these items will be approved as one with a single vote of the Board of Commissioners. These items are approval of:

- A. Amendments on the following contracts:

- 1. C-16-0241 with Acuity Special Products, dba Zep Inc. for Comprehensive Operational & Janitorial Supplies Solutions. (Region 14 ESC/NCPA Master Agreement Contract No. 02-28. The amendment renews the Contract for an additional one (1) year term beginning May 1, 2020 through April 30, 2021. The cost to the County is not to exceed \$3,000.) (C-20-0165)

2. C-19-0845 with InTech Software Solutions Inc. for additional services to build custom interfaces to the Modus Elections Manager election software. (The expenditure for the additional services shall not exceed \$8,460.) (C-20-0173)

B. Utility Permits with no cost to the County for the following:

1. No. 1956 allowing Unite Private Networks to install underground fiber optic cable within the easterly right-of-way of South 148th Street from Old Cheney Road to Yankee Hill Road. (C-20-0143)
2. No. 1927 allowing ONEOK North Systems, LLC., to relocate underground gas pipeline under South 54th Street due to the South Beltway Construction Project. (C-20-0157)
3. No. 964 allowing Windstream Nebraska LLC to re-locate existing buried fiber optic facilities east of North 84th Street on Agnew Road. (C-20-0162)
4. No. 1963 allowing Windstream Nebraska LCC to re-locate existing underground fiber optic facilities approximately 2000 linear feet south of West Adams and Northwest 140th Street. (C-20-0163)
5. No. 1953 allowing Windstream Nebraska LCC to re-locate existing underground fiber optic facilities east of North 179th & Holdrege Streets. (C-20-0168)
6. No. 1957 allowing Infinity Broadband to install new fiber optic cable from South 68th Street and Woodland Boulevard, Hickman, north on 68th Street to Martell Road and easterly along Martell Road for new subdivision development. (C-20-0169)

C. Received and placed on file the following reports for March, 2020:

1. Clerk of the District Court
2. Assessor/Register of Deeds

MOTION: Vest moved and Yoakum seconded approval of the consent items. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

4) NEW BUSINESS:

- A. Recommendation from the Purchasing Agent and County Engineer to award a contract for Concrete Box Culverts F78, F82, and F86, (Bid 20-063) to Bauer Underground. The total cost is \$1,598,518.46. (B-20-063)

MOTION: Schorr moved and Vest seconded approval of the recommendation.

Yoakum read a statement from Pam Dingman, County Engineer (Exhibit 1).

ROLL CALL: Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- B. Contract with Cummins Sales and Service to provide Planned Equipment Maintenance. (This Contract shall be effective May 1, 2020 through November 30, 2024. The cost to the County is not to exceed \$5,030.55 for the four (4) year Contract term.) (C-20-0164)

MOTION: Vest moved and Yoakum seconded approval of the contract. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- C. Contract with Allan Enterprises for Annual Supply – Microfilming Supplies. (Quote No. 6152. The contract is for one (1) year with the option to renew for three (3) additional one (1) year terms. The cost to the County is not to exceed \$5,700.) (C-20-0166)

MOTION: Amundson moved and Vest seconded approval of the contract. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- D. Contract with Microfilm Imaging Systems, Inc. for Annual Supply – Microfilming Supplies. (Quote No. 6152. The contract is for one (1) year with the option to renew for three (3) additional one (1) year terms. The cost to the County is not to exceed \$3,600.) (C-20-0167)

MOTION: Schorr moved and Yoakum seconded approval of the contract. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- E. Agreement between Lancaster County, on behalf of the Lancaster County Election Commissioner, and Steve McClatchey for the delivery of voting machines and other miscellaneous equipment to several polling locations for the Primary Election to be held on Tuesday, May 12, 2020. The County will pay \$63 per polling location for the delivery service. (C-20-0170)

MOTION: Yoakum moved and Vest seconded approval of the agreement.

Flowerday noted the Election Commissioner is planning on a poll worker recruitment push in late April as a shortage of 150-200 poll workers is estimated. He added the County has no intention of closing any polling locations.

Schorr noted if any of the Commissioners were to volunteer to be poll workers, the regular Tuesday meeting would have to be rescheduled.

ROLL CALL: Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- F. Sales quotation from Seiler for annual technical support, software maintenance and warranty for the County Engineer's Trimble software and hardware. The cost to the County is \$11,829.75. (C-20-0172)

MOTION: Vest moved and Yoakum seconded approval of the quotation. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- G. Ratification of the following grant awards with the Nebraska Crime Commission for Bureau of Justice Assistance funding for the Lancaster County – Diverting the School to Prison Pipeline Program, previously approved March 10, 2020:

1. #2017-DJ-BX-012 in the amount of \$22,395.10. (C-20-0116)
2. #2018-DJ-BX-0173 in the amount of \$58,011.90. (C-20-0117)

MOTION: Yoakum moved and Vest seconded approval of the ratification of the grant awards. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- H. Human Resources Policy Bulletin 2020-3, Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave

MOTION: Amundson moved and Yoakum seconded approval of the policy bulletin (Exhibit 2).

Kristy Bauer, Deputy County Attorney, stated there has been good collaboration between the department directors, Human Resources and the Lincoln-Lancaster County Health Department.

ROLL CALL: Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.

- I. Update on COVID-19 and Lancaster County response

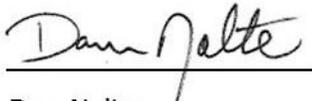
Flowerday stated the incarceration level at the jail has declined and many employees are working from home.

5) **ANNOUNCEMENTS:**

- A. The Lancaster County Board of Commissioners will hold a staff meeting via Zoom on Thursday, April 9, 2020 at 8:30 a.m. (County-City Building, Room 113)
- B. The Lancaster County Board of Commissioners will hold its next regular meeting on Tuesday, April 14, 2020 via Zoom at 9:00 a.m. (County-City Building, Room 112)
- C. County Commissioners can be reached at 402-441-7447 or commish@lancaster.ne.gov.
- D. The Lancaster County Board of Commissioners meeting is broadcast live on LNKTVCity. For the rebroadcast schedule visit lincoln.ne.gov (keyword: LNKTVCity). Meetings are also streamed live on LNKTVCity and can be viewed on YouTube (LNKTVCity).

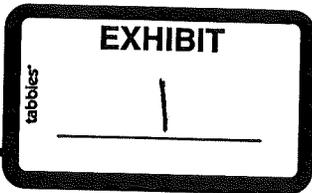
6) **ADJOURNMENT**

MOTION: Schorr moved and Vest seconded to adjourn at 9:21 a.m. Amundson, Schorr, Vest, Yoakum and Flowerday voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





Leslie E. Brestel

From: Christa G. Yoakum
Sent: Wednesday, April 8, 2020 9:22 AM
To: Leslie E. Brestel
Subject: Fwd: 3 Bridges on North 14th

Leslie, the message I read from Pam at yesterday's meeting is below.

Sent from my iPhone

Begin forwarded message:

From: "Pamela L. Dingman" <PDingman@lanaster.ne.gov>
Date: April 7, 2020 at 2:29:46 PM CDT
To: "Christa G. Yoakum" <CYoakum@lanaster.ne.gov>
Subject: RE: 3 Bridges on North 14th

Thanks!

Pamela L. Dingman, PE
Lancaster County Engineer
Lancaster County Engineering
402-441-8332 (Direct)



From: Christa G. Yoakum <CYoakum@lanaster.ne.gov>
Sent: Tuesday, April 7, 2020 1:24 PM
To: Pamela L. Dingman <PDingman@lanaster.ne.gov>
Subject: RE: 3 Bridges on North 14th

Read into the record and passed.

From: Pamela L. Dingman <PDingman@lanaster.ne.gov>
Sent: Tuesday, April 7, 2020 8:48 AM
To: Christa G. Yoakum <CYoakum@lanaster.ne.gov>; Sean H. Flowerday <SFlowerday@lanaster.ne.gov>; Roma B. Amundson <RAMundson@lanaster.ne.gov>; Deb E. Schorr <DSchorr@lanaster.ne.gov>; Rick W. Vest <RVest@lanaster.ne.gov>
Subject: 3 Bridges on North 14th

Since there is not currently a way for me to testify about the bridges I would like the following statement read into record.

Bridge F-78, F-82 and F-86. R WPA era bridges that were Built-in the 1930s at some point in the 1970s when North 14th street was paved these bridges Decks were removed and abutments extended this was a short term solution to getting North 14th street pavement open. The short term solution has now served the county for nearly than 50 years. These bridges are scour critical or scour susceptible and well past their useful life replacing these structures will add resiliency to our system for many years to come for the citizens that live in northern Lancaster' county.

Thanks.

Get Outlook for Android

Human Resources Policy Bulletin

Lancaster County

Number: 2020-5
Date: April, 2020



| Reference: | Title: |
|---|--|
| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

I. PURPOSE

The purpose of this policy is to implement pandemic leave, the Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111, and the Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C. Sec. 3101 – Sec. 3106, relating to the administration of certain benefits during the COVID-19 pandemic.

II. APPLICABILITY

This policy applies to all County employees, including probationary employees.

III. PAID PANDEMIC LEAVE AND EMERGENCY PAID SICK LEAVE

A. An employee shall be entitled to Paid Pandemic Leave or Emergency Paid Sick Leave when the employee is unable to telework and:

1. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
2. The employee has been advised by a health care provider or Federal, State, or local health authority to self-quarantine due to concerns related to COVID-19.
3. The employee is subject to a Federal, State, or local quarantine order related to COVID-19.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3

Date: April, 2020

| Reference: | Title: |
|---|--|
| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

4. The employee is caring for an individual who:
 - a. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; or
 - b. has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

The individual being cared for in Section III.A.4.a and 4.b must be an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person.

5. The employee is caring for the employee's son or daughter if the school or place of care of the employee's son or daughter has been closed, or the child care provider of the employee's son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is subject to a Federal, State, or local isolation order related to COVID-19.
7. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

B. An employee shall be entitled to Paid Pandemic Leave during the period March 16, 2020, through March 31, 2020.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3
Date: April, 2020

| Reference: | Title: |
|---|--|
| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

1. An employee shall be entitled to the following amounts of Paid Pandemic Leave:
 - a. A full-time employee is entitled to eighty (80) hours of Paid Pandemic Leave.
 - b. A part-time employee is entitled to Paid Pandemic Leave in an amount equal to the number of hours that such employee works, on average, over a 2-week period.
2. If an employee exhausts Paid Pandemic Leave prior to April 1, 2020, the employee shall be entitled to use:
 - a. For any of the uses described in Section III.A.1, 2, 3, 6, and 7 any accrued sick, vacation, and personal holiday (“Paid Leave”).
 - b. For the use described in Section III.A.4:
 - i. If the individual being cared for qualifies as an immediate family member under the Family and Medical Leave Act, any Paid Leave.
 - ii. If the individual being cared for does not qualify as an immediate family member, accrued vacation and personal holiday.
 - c. For the use described in Section III.A.5, any accrued vacation and personal holiday.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3

Date: April, 2020

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| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

C. Beginning April 1, 2020, through December 31, 2020, an employee shall be entitled to Emergency Paid Sick Leave.

1. An employee shall be entitled to the following amounts of Emergency Paid Sick Leave:

a. For a use described in Section III.A.1, 2, 3, 4, 5, and 7:

1. A full-time employee is entitled to eighty (80) hours of Emergency Paid Sick Leave.
2. A part-time employee is entitled to a number of hours of Emergency Paid Sick Leave equal to the number of hours that such employee works, on average, over a 2-week period.
3. A part-time employee with a varying weekly work schedule is entitled to a number of hours of Emergency Paid Sick Leave equal to fourteen times the average number of hours that the employee was scheduled to work per calendar day over a 6-month period ending on the date which the employee takes Emergency Paid Sick Leave.

b. For a use described in Section III.A.6:

1. A full-time employee is entitled to eighty (80) hours of Emergency Paid Sick Leave. If a full-time employee exhausts the eighty (80) hours of Emergency Paid Sick Leave and continues to be isolated by order of a Federal, State, or local public health authority or a health care provider, then such employee shall be entitled to up to eighty (80) additional hours of Emergency Paid Sick Leave.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3

Date: April, 2020

| Reference: | Title: |
|---|--|
| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

2. A part-time employee is entitled to paid Emergency Paid Sick Leave in an amount equal to the number of hours that such employee works, on average, over a 2-week period. If a part-time employee exhausts Emergency Paid Sick Leave in the amount equal to the number of hours that such employee works, on average, over a 2-week period, and such employee continues to be isolated by order of a Federal, State, or local public health authority or a health care provider, then such employee shall be entitled to up to eighty (80) additional hours of Emergency Paid Sick Leave.
 3. A part-time employee with a varying weekly work schedule is entitled to a number of hours of Emergency Paid Sick Leave equal to fourteen times the average number of hours that the employee was scheduled to work per calendar day over a 6-month period ending on the date which the employee takes Emergency Paid Sick Leave.
2. If an employee exhausts paid Emergency Paid Sick Leave prior to December 31, 2020, the employee shall be entitled to use:
 - a. For any of the uses described in Section III.A.1, 2, 3, 6, and 7 any Paid Leave.
 - b. For the use described in Section III.A.4:
 - i. If the individual being cared for qualifies as an immediate family member under the Family and Medical Leave Act, any Paid Leave.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3

Date: April, 2020

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| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

- ii. If the individual being cared for does not qualify as an immediate family member, accrued vacation and personal holiday.
 - c. For the use described in Section III.A.5, any accrued vacation and personal holiday.
- D. An employee who utilizes Paid Pandemic Leave or Emergency Paid Sick Leave for a use described in Section III.A.1, 2, 3, 4, 6, and 7:
- 1. Who is eligible for Family and Medical Leave will be required to comply with the County's Family and Medical Leave Policy except that the employee will be allowed to utilize any applicable Paid Pandemic Leave and Emergency Paid Sick Leave before being required to utilize accrued Paid Leave.
 - 2. Who is ineligible for Family and Medical Leave will be required to provide documentation from a health care provider that she or he is experiencing symptoms of COVID-19 and is seeking treatment therefor. An employee who is ineligible for Family and Medical Leave will also be required to provide medical certification that she or he is fit to return to duty.

V. EMERGENCY FAMILY AND MEDICAL LEAVE

- A. Beginning April 1, 2020, through December 31, 2020, an employee shall be eligible for Emergency Family and Medical Leave when:

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3

Date: April, 2020

| Reference: | Title: |
|---|--|
| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

1. The employee has been employed by Lancaster County for at least 30 calendar days; and
 2. The employee is unable to work or telework due to a need for leave to care for the employee's son or daughter under 18 years of age if the school or place of care has been closed, or the child provider of such son or daughter is unavailable, due to an emergency with respect to the COVID-19 pandemic declared by a Federal, State, or local authority; and
 3. The employee has provided her or his supervisor with notice of the necessity of Emergency Family and Medical Leave; and
 4. The employee has not exhausted her or his Family and Medical Leave entitlement in the applicable 12-month period.
- B. An eligible employee shall be entitled to a total of 12 workweeks of Family and Medical Leave, including Emergency Family and Medical Leave, during a 12-month period. An eligible employee is limited to a total of 12 workweeks of Family and Medical Leave, even if the applicable time period (April 1 to December 31, 2020) spans two 12-month periods under the FMLA. The Emergency Family and Medical Leave entitlement does not expand the total Family and Medical Leave Act entitlement beyond 12 workweeks during the 12-month period. For example, if an employee takes some, but not all 12, workweeks of Emergency Family and Medical Leave by December 31, 2020, the employee may take the remaining portion of FMLA leave for a serious health condition, as long as the total time taken does not exceed 12 workweeks in a 12-month period.
- C. An eligible employee shall be entitled to the following unpaid and paid leave:

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Lancaster County

Number: 2020-3

Date: April, 2020

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| Emergency Paid Sick Leave Act, H.R. 6201, 116th Cong. § 3, Div. E., Sec. 5101 – Sec. 5111; Emergency Family and Medical Leave Expansion Act, H.R. 6201, 116th Cong. § 3, Div. C, Sec. 3101 – Sec. 3106 Supersedes Human Resources Policy Bulletin 2020-2 | Paid Pandemic Leave; Emergency Paid Sick Leave; Emergency Family and Medical Leave |

1. The first two weeks for which an employee takes Emergency Family and Medical Leave shall be unpaid unless the employee elects to substitute Emergency Paid Sick Leave or any accrued Paid Leave for first two weeks.

2. Any remaining Emergency Family and Medical Leave shall be paid as follows:

- a. In an amount that is not less than two-thirds (2/3) of an employee's regular rate of pay for the number of hours the employee would be normally scheduled to work.
- b. In no event shall such paid Emergency Family and Medical Leave exceed \$200 per day and \$10,000 in the aggregate.
- c. An employee may elect to utilize accrued Paid Leave to supplement the amount the employee receives in Section V.C.2.a.

D. Emergency responders and health care providers are excluded from taking Emergency and Family Medical Leave. For purposes of this policy, "emergency responder" means employees who are necessary for the provision of transport, care, health care, comfort, and nutrition of patients, or whose services are otherwise needed to limit the spread of COVID-19, and includes:

- 1. Law enforcement officers.
- 2. Correctional institution personnel.
- 3. Emergency Management personnel.
- 4. Public works personnel.
- 5. Public health personnel.

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6. Employees with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.

VI. SUPPORTING DOCUMENTATION

- A. An employee requesting Emergency Paid Sick Leave or Emergency Family and Medical Leave shall provide the following documentation in her or his written request:
 1. The employee's name;
 2. The date or dates for which leave is requested;
 3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
 4. A statement that the employee is unable to work or telework because of the COVID-19 related reason.
- B. In the case of a leave request for Emergency Paid Sick Leave for a use described in Section III.A. 2, 3, 4, and 6, the written request should include the health care provider or Federal, State, or Local health authority ordering quarantine or isolation, or advising self-quarantine, and, if the person subject to quarantine, isolation, or advised to self-quarantine is not the employee, that person's name and relation to the employee.
- C. In the case of a leave request for Emergency Paid Sick Leave for use described in Section III.A.5. or Emergency Family and Medical Leave, the written request should

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3

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include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving Emergency Paid Sick Leave or Emergency Family and Medical Leave, and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

TELEWORK

For purposes of this policy, telework is when the County, as an employer, has permitted or allowed an employee to perform work while the employee is at home or at a location other than the employee's normal workplace. If an employee is able to telework, the employee is not eligible for Pandemic Leave, Emergency Paid Sick Leave, or Emergency Family and Medical Leave. Department Heads and Elected Officials are authorized to utilize telework consistent with department needs and requirements. Employees are encouraged to discuss telework options with their supervisors.

VII. SCOPE

Where the provisions of this policy conflict with the Lancaster County Personnel Rules, any Resolutions adopted by the Lancaster County Board of Commissioners, or any labor contracts, the provisions of this policy shall control.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-3

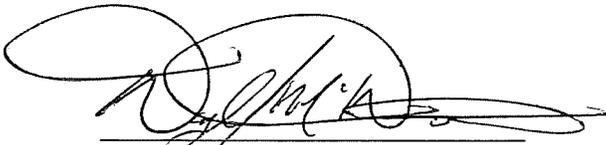
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VIII. DURATION

This policy is effective March 16, 2020. This policy is temporary in nature, and the benefits described herein shall be applicable only during the period during which this policy is effective. Nothing in this policy shall be construed as creating a vested benefit: there shall be no financial or other reimbursement to an employee upon the termination of this policy or upon the employee's termination, resignation, retirement, or other separation from employment for Emergency Paid Sick Leave and Emergency Family and Medical Leave that has not been used by such employee. This policy shall terminate on December 31, 2020.

This policy supersedes Human Resources Policy Bulletin 2020-2.



Doug McDaniel
Human Resources Director

April 6, 2020

Date

Sean Flowerday, Chair
Board of County Commissioners

Date