



## Legislation Text

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File #: 18-673, Version: 1

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### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** August 7, 2018

**SUBJECT:** Consideration of Request for Board Approval of Recommended Changes to Paid Emergency Leave (PEL) Policy

#### EXECUTIVE SUMMARY:

I am recommending changes to the County Policy on PEL, which, as written, would provide support to County employees affected by the River and Ranch Fires, and other future disasters declared in Lake County.

As your Board is well aware, the recent wildfires have forced numerous mandatory evacuations and closures of County office. Prior to the latest incidents, the policy provided for up to 8 hours total per employee of PEL when an employee's workplace has been evacuated/unavailable and the employee was not or could not be directed to report to an alternate worksite or to a disaster service worker assignment.

Now, after a period of extended mandatory evacuation, I am recommending the policy provide for up to 40 hours total per employee of PEL, subject to declaration by the CAO on a day-by-day basis, during a mandatory evacuation. In addition, I am recommending language be added to the policy encouraging Department Heads to find alternative worksites, whenever possible, for County employees who are displaced by such workplace emergencies.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted  
Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:**

Approve policy changes authorizing initiation of the Meet and Confer process as appropriate.