



Legislation Text

File #: 20-200, Version: 1

Memorandum

Date: March 10, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: Consideration of (a) temporary policy for telework, and (b) temporary additional leave provisions for employees due to COVID-19

Executive Summary: (include fiscal and staffing impact narrative):

On 03/06/20, I convened a meeting of leadership staff from Health, County Counsel/Risk Management, Human Resources, Information Technology, Public Services and the Office of Emergency Services to discuss workplace-related concerns resulting from COVID-19.

From that discussion, it was agreed that staff would seek policy direction from your Board around possibly implementing a temporary telework policy for employees in the event quarantining becomes widespread, as well as possible allowance of temporary additional leave for employees who become symptomatic and have no accrued paid time off they can use in order to stay home from work.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action: Direction to staff.