



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *April 14, 2020*

DATE: Monday, March 30, 2020

TO: Board of County Commissioners

FROM: Patricia Hurley, Director, Human Resources
775.328.2087, PHurley@washoecounty.net

THROUGH: Christine Vuletich, Assistant County Manager

SUBJECT: Recommendation to approve the Washoe County Families First Coronavirus Response Act Policy effective retroactive to April 1, 2020. (All Commission Districts).

SUMMARY

The Family First Response Act Policy provides the process to be followed effective April 1, 2020, related to the Families First Coronavirus Response Act (FFCRA), specifically, Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Act. Staff is presenting the policy for retroactive approval at the first scheduled Board meeting.

Washoe County Strategic Objective supported by this item: Regional Leadership Through Engaged Employees

PREVIOUS ACTION

On September 27, 2017 the Board approved the updated Washoe County Family Medical Leave Act (FMLA) Policy

BACKGROUND

Washoe County employs approximately 2,400 people. As an employer, Washoe County is prepared to act on direction from federal and state authority during a time of emergency related to the COVID-19 pandemic. The Policy reflects Families First Coronavirus Response Act (FFCRA) requirements passed by Congress on March 18, 2020.

The policy provides that Washoe County will provide eligible employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to the coronavirus (COVID-19) pandemic consistent with the following provisions of the Families First Coronavirus Response Act (FFCRA):

AGENDA ITEM # _____

Emergency Paid Sick Leave Act (EPSLA) establishes the immediate availability of up to 2 weeks of paid leave to an eligible employee who is unable to work or telework due to reasons related to COVID-19.

Emergency Family and Medical Leave Expansion Act (E-FMLA) allows up to 12 weeks of partially paid family and medical leave to an eligible employee to care for a child whose school or childcare is closed due to reasons relating to the COVID-19 or other designated public health emergency.

Human Resources worked with the District Attorney's Office, Technology Services and the Comptroller to develop a process to implement the policy, including new time tracking codes and procedures on how to obtain emergency leave and expanded family and medical leave. This policy is effective April 1, 2020 and remains in effect through December 31, 2020.

Due to the evolving nature of federal and state law, the Department of Human Resources will periodically review and update the policy and present it to the Board for approval as needed.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Recommendation to approve the Washoe County Families First Coronavirus Response Act Policy effective retroactive to April 1, 2020.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve the Washoe County Families First Coronavirus Response Act Policy effective retroactive to April 1, 2020.