



COUNTY OF UNION
EXECUTIVE ORDER NO. 2020-01
COVID-19 PERSONNEL POLICY

1. **APPLICABILITY:** THE COVID-19 PERSONNEL POLICY SHALL BE APPLICABLE TO ALL UNION COUNTY FULL-TIME AND PART-TIME EMPLOYEES, INCLUDING NON-CONTRACTUAL EMPLOYEES AND THOSE SUBJECT TO A COLLECTIVE BARGAINING AGREEMENT. THE COVID-19 PERSONNEL POLICY SHALL AMEND THE COUNTY OF UNION EMPLOYEE HANDBOOK AND CURRENT COLLECTIVE NEGOTIATIONS AGREEMENTS CURRENTLY IN PLACE, ONLY TO THE EXTENT THAT THE EXPRESS PROVISIONS HEREIN CONFLICT WITH THE COLLECTIVE NEGOTIATION AGREEMENT OR THE OTHER POLICIES CURRENTLY IN PLACE. TO THE EXTENT THAT THERE IS NOT A CONFLICT BETWEEN THESE COVID-19 POLICIES AND EXISTING POLICIES OR AGREEMENTS, THE EXISTING POLICY OR AGREEMENT SHALL REMAIN IN PLACE.

2. **DURATION:** THE COVID-19 PERSONNEL POLICY SHALL BE EFFECTIVE IMMEDIATELY AND SHALL REMAIN IN EFFECT UNTIL EITHER THE EXPIRATION OF THE DECLARED NEW JERSEY STATE OF EMERGENCY OR IT IS REVOKED BY THE COUNTY MANAGER.

3. **ALTERNATIVES TO EXISTING WORK ARRANGEMENTS:** ALL UNION COUNTY DEPARTMENTS AND CONSTITUTIONAL OFFICES MAY IMPLEMENT FLEXTIME PROGRAMS, ALTERNATIVE WORKWEEK PROGRAMS, AND ADJUSTED DAILY OR SHIFT HOURS WITH THE EXPRESS WRITTEN APPROVAL OF THE COUNTY MANAGER OR HIS DESIGNEE. THESE FLEXTIME ARRANGEMENTS MAY INCLUDE MODIFICATIONS REGARDING HOURS OF WORK AND BREAK TIMES. PRIOR TO IMPLEMENTING A NEW PROGRAM OR A MODIFICATION OF AN EXISTING PROGRAM, DEPARTMENT HEADS AND/OR CONSTITUTIONAL OFFICERS SHALL ADVISE THE OFFICE OF THE COUNTY COUNSEL OF ANY ANTICIPATED MODIFICATIONS TO HOURS OF WORK OR LEAVE TIMES SO THAT COUNTY COUNSEL MAY NOTIFY AFFECTED NEGOTIATIONS REPRESENTATIVES OF THE MODIFICATIONS BEFORE IMPLEMENTATION.

4. **APPLICABLE LEAVE TIME PROCEDURES:** IF AN EMPLOYEE IS (I) DIAGNOSED WITH COVID-19, (II) DIRECTED BY A MEDICAL PROFESSIONAL OR GOVERNMENT AGENCY TO SELF-ISOLATE OR

QUARANTINE DUE TO SUSPICION OF EXPOSURE TO OR DIAGNOSIS WITH COVID-19, AND/OR (III) UNDERGOING A PERIOD OF SELF-QUARANTINE OR ISOLATION PURSUANT TO PUBLIC HEALTH ASSESSMENT RECOMMENDATIONS, THE EMPLOYEE SHALL IMMEDIATELY NOTIFY THE DIVISION OF PERSONNEL. IN SUCH CIRCUMSTANCES, THE EMPLOYEE WILL NOT BE REQUIRED TO UTILIZE ACCUMULATED LEAVE TIME IF THEY PROVIDE DOCUMENTATION VERIFYING THE SAME WITHIN THREE (3) WORK DAYS OF THE INITIAL ABSENCE. AS WITH ANY DOCUMENTATION OF AN ILLNESS, THE DOCUMENTATION SHOULD BE PROVIDED TO THE DIVISION OF PERSONNEL. IF AN EMPLOYEE DOES NOT PROVIDE SUCH DOCUMENTATION, THEN THE EMPLOYEE WILL BE REQUIRED TO UTILIZE THEIR OWN ACCUMULATED LEAVE TIME. IF THE ABSENCE IS CAUSED BY THE EMPLOYEE'S NEED TO CARE FOR AN IMMEDIATE FAMILY MEMBER WHO (I) HAS BEEN DIAGNOSED WITH COVID-19, (II) WAS DIRECTED BY A MEDICAL PROFESSIONAL OR GOVERNMENT AGENCY TO SELF-ISOLATE OR QUARANTINE DUE TO SUSPICION OF EXPOSURE TO OR DIAGNOSIS WITH COVID-19, AND/OR (III) IS UNDERGOING A PERIOD OF SELF-QUARANTINE OR ISOLATION PURSUANT TO PUBLIC HEALTH ASSESSMENT RECOMMENDATIONS, THE EMPLOYEE SHALL SUBMIT DOCUMENTATION VERIFYING THE FAMILY MEMBER'S COVID-19-RELATED ILLNESS, EXPOSURE, AND/OR QUARANTINE PERIOD TO THE DIVISION OF PERSONNEL WITHIN THREE (3) DAYS OF THE EMPLOYEE'S INITIAL ABSENCE. IF NO SUCH DOCUMENTATION IS RECEIVED, THE EMPLOYEE WILL BE REQUIRED TO USE ACCUMULATED LEAVE TIME IN ACCORDANCE WITH EXISTING POLICIES OR COLLECTIVE NEGOTIATION AGREEMENTS. EMPLOYEES WHO HAVE BEEN EXPOSED TO OR DIAGNOSED WITH THE COVID-19 VIRUS WILL NOT BE PERMITTED TO ENTER THE WORKPLACE UNTIL THEY ARE EITHER MEDICALLY CLEARED (REGARDING THOSE WITH COVID-19) OR UNTIL THE EXPIRATION OF THE RECOMMENDED 14-DAY PERIOD OF QUARANTINE FROM THE POINT OF LAST EXPOSURE (REGARDING THOSE WHO WERE EXPOSED). UNTIL FURTHER NOTICE, EMPLOYEES WHO HAD PREVIOUSLY BEEN SUBJECTED TO DOCUMENTATION REQUIREMENTS DUE TO EXCESSIVE ABSENTEEISM OR ABUSE OF SICK LEAVE SHALL NOT BE DISCIPLINED FOR FUTURE ABSENCES THAT OCCUR AS A RESULT OF THEIR BEING SUSPECTED OF OR DIAGNOSED WITH THE COVID-19 VIRUS OR HAVING TO BE ABSENT TO CARE FOR A FAMILY MEMBER IMPACTED BY THE VIRUS.

5. **SCHOOL CLOSURES:** EMPLOYEES, WHO ARE NOT UNDER SUSPICION OF HAVING BEEN EXPOSED TO THE VIRUS OR DIAGNOSED WITH THE VIRUS, BUT MUST STAY HOME WITH A CHILD DUE TO THE CLOSURE OF A PRESCHOOL PROGRAM, ELEMENTARY OR SECONDARY SCHOOL, OR CHILD CARE CENTER RELATED TO COVID-19, WILL BE REQUIRED TO PROVIDE DOCUMENTATION VERIFYING THE CLOSING. BOTH ESSENTIAL AND NON-ESSENTIAL EMPLOYEES MAY BE REQUIRED TO WORK FROM HOME DURING THE PERIOD OF SCHOOL CLOSURE IN ORDER TO ENSURE CONTINUED OPERATION OF COUNTY SERVICES. IF A WORK FROM HOME ARRANGEMENT CANNOT BE ACCOMMODATED, SUCH EMPLOYEE WILL NOT BE REQUIRED TO USE ACCUMULATED LEAVE DURING THE PERIOD OF THE COVID-19 RELATED CLOSURE. IF AN EMPLOYEE CHOOSES NOT TO WORK FROM HOME WHERE A WORK FROM HOME ARRANGEMENT IS OFFERED, THE EMPLOYEE WILL BE REQUIRED TO USE ACCUMULATED LEAVE TIME IN ACCORDANCE WITH EXISTING POLICIES OR COLLECTIVE NEGOTIATION AGREEMENTS. IF THE EMPLOYEE IS STAYING HOME TO CARE FOR A CHILD WHO IS UNDER SUSPICION OF HAVING THE VIRUS OR HAS BEEN DIAGNOSED WITH COVID-19, THE EMPLOYEE WILL BE REQUIRED TO

PROVIDE DOCUMENTATION FROM A MEDICAL PROFESSIONAL OR GOVERNMENT AGENCY IN ORDER FOR THE LEAVE TIME PROCEDURES OUTLINED ABOVE TO APPLY. CERTAIN EMPLOYEES WORKING IN THE CORRECTIONS DEPARTMENT, THE PROSECUTOR'S OFFICE, PUBLIC SAFETY DEPARTMENT, SHERIFF'S DEPARTMENT, OR OTHER DEPARTMENT MAY BE REQUIRED TO SHOW UP TO THEIR DESIGNATED WORKPLACE OR OTHER PLACE AS DIRECTED, IN SPITE OF A SCHOOL CLOSURE, IF NECESSARY FOR THE PUBLIC HEALTH AND SAFETY.

6. **STAFFING:** IN THE EVENT OF STAFFING SHORTAGES THAT DISRUPT THE USUAL DELIVERY OF COUNTY SERVICES DUE TO DIAGNOSIS AND/OR NECESSITY OF QUARANTINE, IT MAY BECOME NECESSARY FOR THE ADMINISTRATION TO REASSIGN ESSENTIAL WORK DUTIES TO ENSURE CONTINUITY OF OPERATIONS. PRIOR TO REASSIGNING DUTIES, DEPARTMENT HEADS SHALL ENSURE THAT (1) THE EMPLOYEE IS OTHERWISE QUALIFIED FOR THE OUT OF TITLE WORK, (FOR EXAMPLE, IF A TEMPORARY ASSIGNMENT REQUIRES AN EMPLOYEE TO BE LICENSED IN A PARTICULAR TRADE, MANAGEMENT MAY NOT ASSIGN SOMEONE WITHOUT SUCH A LICENSE TO PERFORM THE WORK), (2) THE ASSIGNMENT IS TEMPORARY IN NATURE, AND (3) THE EMPLOYEE'S NORMAL JOB DUTIES RESUME UPON RETURN OF THE ABSENT EMPLOYEE(S). COMPENSATION FOR OUT OF TITLE WORK WILL BE DETERMINED IN ACCORDANCE WITH EXISTING COLLECTIVE NEGOTIATIONS AGREEMENT, WHERE APPLICABLE.

7. **REQUIRED MEDICAL DOCUMENTATION:** FOR CASES WHERE INDIVIDUALS ARE UNDERGOING A PERIOD OF ISOLATION OR QUARANTINE UNDER THE CIRCUMSTANCES DESCRIBED ABOVE, DOCUMENTATION FROM A LOCAL, STATE OR FEDERAL GOVERNMENTAL AGENCY, A MEDICAL PROFESSIONAL, OFFICE, OR HOSPITAL OR PROOF THAT THE EMPLOYEE WAS RECENTLY IN A LOCATION WHERE THE RECOMMENDATION BY A GOVERNMENTAL AGENCY IS TO SELF-QUARANTINE WILL SATISFY THE REQUIREMENT TO PROVIDE DOCUMENTATION. ADDITIONAL FORMS OF DOCUMENTATION MAY BE PERMITTED BY THE DIVISION OF PERSONNEL. FOR CASES WHERE INDIVIDUALS ARE CARING FOR AN IMMEDIATE FAMILY MEMBER SICKENED BY OR DIAGNOSED WITH COVID-19, THEN THE EMPLOYEE SHALL SUBMIT DOCUMENTATION VERIFYING THE FAMILY MEMBER'S COVID-19-RELATED ILLNESS TO THE DIVISION OF PERSONNEL WITHIN (3) THREE DAYS OF THE EMPLOYEE'S INITIAL ABSENCE. IF AN EMPLOYEE IS ABSENT FROM WORK WITHOUT SUFFICIENT DOCUMENTATION CONFIRMING DIAGNOSIS OR QUARANTINE OR ISOLATION DUE TO EXPOSURE OR POTENTIAL EXPOSURE, STANDARD LEAVE RULES APPLY.

8. **TRAVEL:** EMPLOYEES WHO HAVE PLANS TO TRAVEL OUTSIDE OF THE CONTINENTAL UNITED STATES MUST CONTACT THE DIVISION OF PERSONNEL IMMEDIATELY AND UNTIL FURTHER NOTICE. EMPLOYEES MUST FOLLOW THE CENTER FOR DISEASE CONTROL ("CDC") PROTOCOLS, INCLUDING SELF-QUARANTINE REQUIREMENTS.

9. **TIME AND ATTENDANCE SYSTEM:** EMPLOYEES WHO CURRENTLY SIGN-IN AND OUT ON THE TIME AND ATTENDANCE SYSTEM UTILIZING A HAND SCANNER MAY USE AN ALTERNATIVE OPTION IMPLEMENTED BY INDIVIDUAL DEPARTMENTS. IN ALL CIRCUMSTANCES, HOWEVER, EMPLOYEES MUST BE MINDFUL OF THE NEED TO REPORT TO WORK IN A TIMELY FASHION.

10. **EXERCISE CAUTION:** WE URGE YOU TO PLEASE FOLLOW PERSONAL HYGIENE PRECAUTION AND EXERCISE SOCIAL DISTANCING MEASURES IN YOUR WORK AND PERSONAL ACTIVITIES AS RECOMMENDED THE CDC AND LOCAL HEALTH AUTHORITIES.