



## HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

1 S. Main, 6<sup>th</sup> Floor  
Mount Clemens, Michigan 48043  
Phone: (586) 469-5280 Fax: (586) 469-6974  
Macombgov.org/HRLR

Andrew S. McKinnon  
Director  
(586) 469-5114

Karlyn R. Semlow  
Deputy Director  
(586) 469-6160

Brian Jacks  
Service Director  
(586) 469-7248

Stephanie Dobson  
Retirement Administrator  
(586) 469-6223

Denise Krzeminski  
Operations Administrator  
(586) 469-7713

Jennifer Smiley  
Benefits Administrator  
(586) 469-5573

To: County Staff

From: Andrew S. McKinnon, Director  
Human Resources and Labor Relations

Date: April 26, 2021

Re: COVID Time Utilization

On or about March 17, 2020, the County awarded all staff two weeks of paid time off for COVID-19 related purposes. This could include time off to take care of students who were not in school, time off for being ill, time off for voluntary self-quarantine, time off for generalized anxiety around being exposed to others, and for other purposes during these extraordinary times.

On or about April 1, 2020, the Families First Coronavirus Response Act ("FFCRA" or "Act") went into effect. This act required employers of less than 500 employees, or public agencies to provide their full time employees with 80 hours of paid sick leave. While the two (2) weeks of pay that Macomb had previously provided would have counted towards this 80 hour requirement, at the time that wasn't guaranteed. CovidFed (FFCRA) time expired, by function of the legislation on December 30, 2020.

With the pandemic continuing to rage, and multiple examples of staff needing to quarantine because of exposure at work, the County would again like to extend the courtesy of time. On April 6, 2021, State and Federal guidance returned the quarantine period for close contacts to a fourteen day window. The isolation period for a positive case continues to remain a ten day window. Therefore, starting on April 6, 2021, the County will award the following:

- Positive Test--Employee credited for days they would have worked in the ten day isolation period (Documentation required)
- Exposure at work-- Employee credited for days they would have worked in the fourteen day quarantine period (As determined by the Covid\_19 team)

Guidance for this time is below:

- The additional COVID time will be addressed at a department level and can only be used for people who are COVID Positive (If they want to provide proof) or if they have been quarantined at the direction of the Covid\_19 team due to exposure in the workplace.
- There is no need to provide proof of a positive COVID test if an employee does not want to access this time.
- No time off bank will be created, this will be handled by time keepers.

- COVID time is available for use from April 6, 2021 until December 31, 2021.
- COVID time is available for every full time employee regardless of when they have been hired.
- COVID time is available for all part time employees regardless of start date and the amount of time will be their regularly scheduled hours or, if they are not regularly scheduled, it will be an average of the hours they have worked over the last 2 pay periods.

How do Employees use COVID time:

- COVID time can be used for:
  - Isolating due to a positive COVID diagnosis; (ten calendar days)
  - Quarantining because of exposure in the workplace (fourteen calendar days)
- COVID time must be accompanied by documentation as required by the County.
- After an employee has exhausted all COVID time they will be allowed to utilize any accrued time off (COVID 19, Sick, PTO, etc.) they may have available to them.
- As has been the case, employees will not be allowed to elect to go into dock status in lieu of using accrued time.
- Part time usage of COVID time is the same as full time usage of COVID time.
- People who have been quarantining or isolating according to these conditions since April 6 will have any time taken from their banks restored.

We won't be applying this time to days missed prior to April 6, 2021. We understand that this may cause some rifts within the staff, however, we continue to try and connect decisions to dates that are less arbitrary. This most recent change in guidance from the state and federal government spurred our discussion on awarding more time and April 6, seemed to be the most reasonable date. In addition, we know there will be questions about close contact quarantining for people who are exposed outside of work. It is our feeling that people who are required to come to work, or have to come to work to accomplish a part of their job, don't really have control over their exposure to others. We understand that staff may not have control over the contacts at home or with loved ones; however, that is a risk that we all share equally. We realize this isn't a perfect solution, but we hope this will be a benefit to team members moving forward.

The Executive's office, Finance department, Emergency Management and HRLR will continue to review our policies and practices to see where we can balance our staff needs with the needs of county departments to maintain services. As with most of our decisions, we are a bit conservative in order to prevent abuse where we can.

We hope this is good news and we wish you all well during this time.