1. March 20, 2020 Meeting Agenda
   Documents:
   03202020AGENDA.DOCX_.PDF

2. March 20, 2020 Meeting Material
   Documents:
   03202020 AGENDA MATERIAL.PDF

3. March 20, 2020 Final Agenda
   Documents:
   03202020AGENDA.DOCX_.DOCX_FINAL.PDF
The Georgia Conflict of Interest in Zoning Action Statue (O.C.G.A. §§ 36-67A-1 et seq.) requires disclosure of certain campaign contributions made by applicants for rezoning actions and by opponents of rezoning application. A rezoning applicant or opponent of a rezoning application must disclose contributions or gifts which in aggregate total $250.00 or more if made within the last two years to a current member of Effingham County Planning Board, Board of Commissioners, or other Effingham County official who will consider the application. The campaign contribution disclosure requirement applies to an opponent of a rezoning application who publishes his or her opposition by appearance before the Planning Board or Board of Commissioners or by any other oral or written communication to a member or members of the Planning Board or Board of Commissioners. Disclosure must be reported to the Board of Commissioners by applicants within ten (10) days after the rezoning application is filed and by opponents at least five (5) days prior to the first hearing by the Planning Board. Any person knowing failing to comply with these requirements shall be guilty of a misdemeanor.

“Individuals with disabilities who require special needs to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities should contact the County Clerk at 912-754-2123 promptly to afford the County time to create reasonable accommodations for those persons.”

**PLEASE TURN OFF YOUR CELL PHONE**

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VII Adjournment
RESOLUTION ANNOUNCING IMPLEMENTATION OF LOCAL EMERGENCY PROTECTIVE MEASURES TO ALIGN WITH THE GOVERNOR’S STATEWIDE DECLARATION OF A PUBLIC HEALTH STATE OF EMERGENCY

WHEREAS, the respiratory disease caused by the novel coronavirus, known as “COVID-19”, is an infectious virus that can spread from person-to-person and can result in serious illness or death and

WHEREAS, on March 13, 2020, the President of the United States declared the outbreak of COVID-19 a national emergency; and

WHEREAS, on March 13, 2020, the Chief Judge of Superior Court on behalf of Effingham County Courts declared a limited State of Judicial Emergency; and

WHEREAS, on March 14, 2020, the Governor of Georgia declared a Declaration of Public Health State of Emergency covering all Counties in the State of Georgia; and

WHEREAS, on March 14, 2020, the Chief Justice of Superior Court on behalf of the Georgia Supreme Court declared a limited State of Judicial Emergency; and

WHEREAS, the State of Georgia vests into Effingham County the authority to implement emergency protective measures to mitigate and respond to the threats causing the State of Emergency; and

WHEREAS, Effingham County sees the need to prevent or minimize the spread of COVID-19; and

NOW THEREFORE, in keeping with the President’s and the Governor’s declared States of Emergencies; pursuant to the authority vested in Board of Commissioners of Effingham County, Georgia by local and state law;

IT IS HEREBY DECLARED that Effingham County shall implement relevant portions of the Effingham County Emergency Management Ordinance to support Public Health’s response to this emergency, and these laws shall continue to be enforced until the Governor’s State of Emergency is abated; and

IT IS FURTHER ORDERED that all required resources of Effingham County and its municipalities shall be made available to assist Public Health in activities designed to address this emergency, control the spread of COVID-19, and aid in recovery efforts; and

IT IS FURTHER ORDERED that the Effingham Emergency Management Agency shall activate the Effingham County Emergency Operations Plan (EOP) to support Public Health in the response to this emergency; and
IT IS FURTHER ORDERED that all relevant primary coordinating entities and partner assignments defined in the EOP shall activate to support Public Health’s response to this emergency; and

IT IS FURTHER ORDERED that the following sections of the Effingham County Code be implemented as required to support the Governor’s State of Emergency and Public Health’s response:

1. Chapter 18, Article II, Section 18-37, Emergency Management & Response Powers
2. Chapter 18, Article II, Section 18-39, Authority to Waive Procedures and Fee Structures
3. Chapter 18, Article IV, Section 18-101, Authority to Waive Procedures and Fee Structures
4. ECBOC HR Policy XXX, Effingham County Policy for Pandemics

IT IS FURTHER ORDERED that this Resolution shall remain in effect for not longer April 13, 2020 at 11:59 PM, or shall terminate in conjunction with the termination of the Governor’s State of Emergency, whichever occurs first.

Entered herein this 20th day of March, 2020 at ___________ AM/PM

By:

__________________________  
Wesley M. Corbitt, Chairman
Effingham County Board of Commissioners

Witnessed by:

__________________________  
Edward L. Newberry, Jr.
County Attorney

__________________________  
Stephanie D. Johnson
Clerk of the Commission

Dated: March 20th, 2020
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.11 – EFFINGHAM COUNTY OPERATIONS UNDER PANDEMIC CONDITIONS

A. PURPOSE:

Effingham County strives to provide a safe and healthy workplace for all employees. This policy addresses our response to pandemics as they may occur. The policy outlines the County’s efforts to safeguard employees' health and well-being while preserving our ability to maintain essential operations and continue providing essential services to our citizens. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues related to the current pandemic.

B. PROCEDURE:

Employees who report to work with Contagious Symptoms and/or a Contagious Condition, as those terms are defined in this policy, may significantly impact County operations due to the potential for spreading sickness, diminished productivity, and lack of quality or attention to safety.

Employees are expected to take steps to reduce their risk of contracting a contagious condition or passing on a contagious condition by observing healthy practices, including but not limited to:

- Covering coughs and sneezes with a tissue, then throwing the tissue in the trash. (Or, if no tissues are available, coughing/sneezing into the elbow rather than the hands).

- Washing their hands often, using soap and water for at least 20 seconds, especially after blowing the nose, sneezing, coughing, or using the restroom and before preparing or eating food. (Or, if soap and water is not available, using an alcohol-based sanitizer for hands.)

- Refraining from touching their face, particularly the eyes, nose or mouth.

- Cleaning/sanitizing frequently touched objects and surfaces.

- Being mindful of personal space and increasing, when possible, space between individuals in the workplace (examples include avoiding handshakes).

- Staying home from work when experiencing Contagious Symptoms and/or a Contagious Condition.

In the interest of maintaining a safe and healthy workplace, the County may prohibit employees with Contagious Symptoms and/or a Contagious Condition from reporting to work and/or may
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.11 – EFFINGHAM COUNTY OPERATIONS UNDER PANDEMIC CONDITIONS

B. PROCEDURE Continued:

send employees with Contagious Symptoms and/or a Contagious Condition home.

(a) Contagious Symptoms and/or Condition

For purposes of this policy, Contagious Symptoms and/or a Contagious Condition exist when:

(1) An employee exhibits symptoms that are, according to the Centers for Disease Control and Prevention (CDC) and/or the Georgia Department of Public Health, known symptoms of the infection and/or disease: or

(2) An employee is diagnosed with an infection and/or disease; or

(3) A member of the employee’s household is diagnosed with an infection and/or disease; or

(4) An employee and/or household member has recently traveled or plans to travel to a geographic area or has been subjected to a confined area, such as cruise ship or airplane, actively identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 3 travel advisory; or

(5) An employee and/or household member is exposed to an infection and/or disease in the community; or

(6) Any other risk factors are present for which the CDC recommends quarantine of the employee.

(b) Workplace Requirements

The County and its employees bear responsibility for a safe and productive workplace environment. Accordingly, an employee with Contagious Symptoms and/or a Contagious Condition:

(1) Will not report to the workplace so as not to infect other employees or members of the public.

(2) Will not return to the workplace until symptom-free for at least 24 hours. (See item (e) below.)
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.11 – EFFINGHAM COUNTY OPERATIONS UNDER PANDEMIC CONDITIONS

B. PROCEDURE Continued:

(3) Will not report to the workplace after returning from, or after a family/household member has returned from, a geographic area or confined area recently identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 3 travel advisory. In such case, the employee cannot return to the workplace until completion of the incubation period as identified by a public health organization and/or medical approval to return to work.

(4) May be sent home, with or without the opportunity to work from home, based on observations of symptoms of a Contagious Condition.

(c) Absence Due to Contagious Symptoms or Conditions

An employee who has been sent home by the County and/or has not reported to work due to Contagious Symptoms and/or a Contagious Condition, or who has been quarantined, will be required to use accrued Paid Time Off. If Paid Time Off is not available, the employee will follow the procedures below in paragraph D.1. Any prolonged absences will be addressed in compliance with all federal and state laws and regulations, including the ADA and the FMLA (where a serious health condition is involved).

The County may, but is not required to, approve an employee to work from home or another private location while recuperating or while under quarantine. Such approval is dependent upon consideration of multiple factors, including the employee’s position, the severity of the illness, and other safety and logistical considerations.

Any employee subject to absence due to Contagious Symptoms or a Contagious Condition must contact Human Resources to determine if the employee and medical condition qualifies for Family and Medical Leave (FMLA). In such case, the policy covering FMLA shall apply.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.11 – EFFINGHAM COUNTY OPERATIONS UNDER PANDEMIC CONDITIONS

B. PROCEDURE Continued:

(d) Special Sick and Annual Leave Provisions

Due to the unusual nature of an infection or disease, and the uncertainty about the scope of its impact, the County is authorizing special accrued leave provisions, as listed below. These provisions apply to full-time employees who accrue Paid Time Off.

(1) Employees who have exhausted their Paid Time Off balance (and Emergency Leave is available) will be allowed, but not required, to use Type Code 47 – Emergency Advanced Paid Time Off. This type code will be entered on the employee’s time card in order to track the amount of advanced leave provided. Employees may use up to a total of 160 hours of Advanced Paid Time Off, to be offset as the leave is accrued over the months to follow. An employee who separates from County employment, whether voluntarily or involuntarily, with a negative leave balance will be required to repay the advanced leave time via payroll deduction. An employee who chooses not to use advanced leave will be recorded as absent with approved unpaid leave.

(e) Return to Work from Contagious Symptoms or Contagious Condition

An employee may not return to work until free of fever (100.4°F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines. An employee seeking to return to work following an infection or disease related absence must make a request to Human Resources (by phone or electronically). Human Resources shall review and must approve the request before the employee may return to work. At the discretion of the County, a written physician’s release may also be required. An employee failing to obtain return to work authorization prior to reporting to work will be immediately sent home and may be subject to disciplinary action for failure to comply with this requirement.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.11 – EFFINGHAM COUNTY OPERATIONS UNDER PANDEMIC CONDITIONS

B. PROCEDURE Continued:

(f) Compliance

Due to the seriousness of the ramifications of non-compliance, any violation of the policy as set forth will subject the employee to disciplinary action, up to and including, termination.

This policy will be administered in accordance with all federal and state laws and regulations, including, if applicable the ADA and the FMLA, or any federal or state law requiring special leave time due to unforeseen large scale infection and or disease.

(g) Scope of Policy

Other than the leave provisions in item (d), this policy applies to all employees, volunteers, interns, and any other individuals performing services on the County’s behalf, whether paid or unpaid.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.05 - EMERGENCY CONDITIONS

Nothing in this policy shall override any policy held by any department which is essential to disaster relief nor does this policy alter the work requirements of any county employee.

A. PURPOSE

To establish a procedure to determine pay allowances that may be given to employees when the County closes a facility due to emergency conditions prior, or subsequent, to the commencement of a workday. It implements uniform procedures for the payment and tracking of wages during an impending or declared emergency and/or disaster response and recovery period for employees classified as either exempt or non-exempt under the Fair Labor Standards Act (FLSA). In an emergency, this policy is intended to ensure fair and equitable compensation for Effingham County employees. This policy shall remain in effect regardless of whether federal reimbursement is anticipated.

B. STANDARD

The interpretation and administration of this policy shall be the responsibility of the County Manager and/or the Human Resource Director. The County Manager, with the concurrence of the Board of Commissioners, shall have the responsibility for canceling a work shift or closing a facility or, if emergency conditions arise after a scheduled shift has begun, for closing the facility and permitting employees to leave work early.

C. PROCEDURE

The County Manager shall announce facility closings. The County Manager, with the concurrence of the Board of Commissioners, may authorize activation of this policy during a declared state of local emergency for/in Effingham County, or during a period of Mutual Aid (county to county aid within the state); Emergency Management Assistance Compact (official federally recognized organization for state to state mutual aid); or similar assignment outside Effingham County, where work is being performed in an area where a declared state of emergency exits:

1. Non-exempt employees in civilian roles (classified at 2080 hours annually) shall receive their regular rate of pay, plus overtime (time and one-half) for all hours worked in excess of 40 hours per week when asked to work in support of a declared emergency.

2. Non-exempt employees in emergency services (classified at 2756 hours annually) shall receive their regular rate of pay, plus overtime (time and one-half) for all hours worked in excess of 212 hours per 28 day pay cycle when asked to work in support of a declared emergency.
C. PROCEDURE Continued:

3. Exempt employees shall receive their normal salary, plus overtime (straight-time) for all hours worked in excess of 43 hours per week when directly related to the declared emergency. Extra paid hours worked will not be counted for or against annual admin hours.

4. During activations of this policy, all available efforts should be made to ensure employees not actively work beyond 16 hours in any given 24 hour period. A period of rest or “down time” of 8 hours within any given 24 hour period is advised to ensure employee safety.

5. Departments will track straight-time and overtime salary expenses that are directly related to the declared state of emergency. A report detailing the straight time and overtime hours is required to be submitted to Human Resources, the Finance Department, and the Effingham County Emergency Management Agency. Reports should include who the employees are, where and when they worked, and what duties were performed.

6. During a declared emergency, conditions may be such that it is hazardous for some employees to report to work. In situations such as this, the County Manager / County Commission Chairman may grant paid Office Closed Leave to prevent financial hardship to employees. This leave pay will be applied to all county employees, regardless of classification, similar to holiday pay.

7. In cases when the Chief Judge of Superior Court declares a judicial emergency, the treatment of effected employee compensation will be determined through consultation with the ECBOC Chairman, the Chief Judge and the County Manager.

8. Payment of leave time during a declared emergency will occur based on the criteria outlined below:

   a. **Office Closed Leave Is Authorized**

      1. **Employees who are not authorized to work:** During conditions that make it hazardous for employees to report to work, the County Manager / County Commission Chairman may direct employees to NOT report for work and close County offices. In situations such as this, the County Manager / County Commission Chairman may grant Office Closed Leave to employees who are not authorized to work.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.05 - EMERGENCY CONDITIONS

C. PROCEDURE Continued:

2. **Employees who are authorized to work:** During conditions that make it hazardous for employees to report to work, some employees will still be asked to report to work to mitigate the hazardous conditions. In situations such as this and where the County Manager / County Commission Chairman has authorized Office Closed Leave, the employees working will receive equitable compensation. Employees working will be paid for all hours worked as described in Paragraphs 1 or 2 above PLUS receive straight time pay for the Office Closed Leave. This includes time spent in standby or staging.

b. **Office Closed Leave Is NOT Authorized**

1. **Employees who are not authorized to Work:** In circumstances where the County Manager / County Commission Chairman has not granted leave and employees who are not authorized to work, or who are unable to report to work, shall utilize Paid Time Off leave in accordance with existing policies. Otherwise, employees will be placed on unpaid leave until the declared emergency ends or the County Manager / County Commission Chairman has re-opened County offices.

2. **Employees who are authorized to work:** In circumstances where the County Manager / County Commission Chairman has not granted leave yet the employees are authorized to work, the employees working will be paid for all hours worked as described in Paragraphs 1 or 2 above.

9. Employees taking any type of approved leave prior to or during the declared emergency will not receive Office Close Leave under this policy and will be paid according to the originally approved leave request. Employees whose leave is cancelled as a result of the declared emergency are compensated according to Paragraphs 8. A and B above.

D. RESPONSIBILITIES:

1. It will be the employee’s responsibility to accurately track and report all hours worked and assigned activities to their supervisor. Time spent in standby or staging must be clearly defined on the employees’ time record. Standby and staging time is accounted for differently and must be separated from hours worked.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.05 - EMERGENCY CONDITIONS

D. RESPONSIBILITIES CONTINUED:

2. It will be the department’s responsibility to verify all hours worked. Since departments are responsible for all wages paid to County employees during an Emergency or Disaster response and recovery period, departments should carefully review hours submitted, including those for alternate work assignments by employees assigned to their department during an emergency work assignment.

3. It is important that departments maintain accurate time keeping records during Emergency or Disaster response and recovery periods.

4. It will be the responsibility of the department director or constitutional officer to assure that all grant funded employees are utilized in accordance with grant requirements.

E. COMPENSATION TYPES

What are the four types of compensation?

Office Closed Leave Authorized – Do Not Report: If the County Manager / County Commission Chairman grants Office Closed Leave during a declared emergency, employees who are not asked to report to work will receive compensation up to the maximum amount of paid Office Closed Leave granted by the County Manager.

Office Closed Leave Authorized – Report: If the County Manager / County Commission Chairman grants Office Closed Leave during a declared emergency, employees who are asked to report to work will receive the Office Closed Leave plus compensation for all hours worked in accordance with the provisions of this policy. This will apply to both exempt and non-exempt employees.

No Office Closed Leave Authorized – Do Not Report: If the County Manager / County Commission Chairman does not grant paid Office Closed Leave and employees are not asked to report to work, employees must use accrued personal leave to be compensated, or be placed on unpaid leave until the emergency ends.

No Office Closed Leave Authorized – Report: If the County Manager / County Commission Chairman does not grant paid Office Closed Leave and employees are asked to report to work, employees will be paid based on their status as non-exempt or exempt employees, for work performed in support of a declared emergency.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.05 - EMERGENCY CONDITIONS

F. COMPENSATION

1. Once employees are notified of a declared local state of emergency, employees will activate to their Emergency Work Assignments. Once employees begin working their assignments, compensation will be paid based on the employees’ classification. This compensation policy is for work performed in support of a declared emergency. Employees working their normal work assignments, meaning non-emergency or non-disaster response and recovery, will be paid according to applicable federal and state laws.

2. The policy provides that non-exempt employees will receive their regular rate of pay per hour, plus any overtime hours worked in excess of 40 hours in one week. All overtime hours will be paid at the rate of one and one-half times the regular rate of pay. Emergency service employees will receive their regular rate of pay per hour, plus any overtime hours worked in excess of 212 hours in a 28 day pay cycle. All overtime hours will be paid at the rate of one and one-half times the regular rate of pay.

G. TRACKING TIME WORKED

1. Departments will be responsible for verifying the type and number of hours worked for all their employees, depending on the employees’ status, whether paid Office Closed Leave has been granted, and the employees’ assignment. The department is responsible for providing detailed reports indicating the name of the employee, where and when they worked, and the duties performed.

2. Departments may require employees to report hours worked using any reasonable method available, depending on the circumstances of the emergency and the employees’ role. Where this information is requested, employees are urged to provide as much assistance as possible to ensure accurate time capture.

H. LONG-TERM CLOSINGS / SPECIAL CIRCUMSTANCES

In the event that an emergency causes an entire facility or any part thereof to be closed for two (2) or more days, or in the event of unusual circumstances, pay allowance provisions for all employees shall be determined by the Board of Commissioners, County Manager, and/or the Human Resource Director.

I. CRITICAL WORKFORCE

In the event of severe weather, employees such as EMS, Public Safety, Sheriff’s Department, Prison, Public Works, and certain administrative personnel will be designated as critical workforce personnel. As such, these employees will be required to remain on duty for the duration of the event. Any employee who fails to remain on duty will be subject to disciplinary action; up to and including termination.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.05 - EMERGENCY CONDITIONS

STATE OF EMERGENCY CONDITIONS FREQUENTLY ASKED QUESTIONS (FAQs)

What is the intent of the State of Emergency Conditions? The intent of the policy is to provide an orderly compensation plan for Effingham County employees during a period of emergency or disaster response and recovery. Emergency operations and disaster response and recovery can occur during a period of declared local emergency or under a period of Mutual Aid. The latter is an instance where Effingham County mobilizes to assist another county or state during an emergency or disaster.

When does this policy apply? The State of Emergency Conditions will apply in the event of a declared state of local emergency in Effingham County. The ECBOC Chairman, at the recommendation of the County Manager and the Director of Emergency Management, will declare the local state of emergency.

How will I be paid if I work an Emergency or Disaster response and recovery assignment and I am an exempt employee? Exempt employees who perform work in support of a declared local emergency will be paid their regular salary. In addition, exempt employees who work in excess of 43 hours in a work week, if directly related to the declared emergency, will be paid straight time for all hours worked in excess of 43 hours per week.

What if I don’t work during a period of declared emergency? Do I receive compensation? This depends on your status during a declared emergency. There are four compensation types that will determine your compensation status during a period of declared emergencies (see Paragraph 8 in the Policy).

If I am asked to report for work after I have evacuated, how will I be paid? If you have traveled out of town as part of an evacuation order and are asked to return to work during the evacuation period, your commute time back to Effingham County will be counted as work time, and you will be paid for the travel time necessary to return, plus actual work time once you report for work.

If I am out of town on personal leave and asked to report for work, how will I be paid? If you are out of town and travel is not related to an evacuation order, you will not be paid for travel time to Effingham County, and your paid work time will begin once you report for work.

If I am working out of town and asked to report back for work, how will I be paid? If you were instructed to report to an out of town location to perform work and then asked to return to Effingham County, your travel time to the out of town location and your travel time back to Effingham County will be counted as work time.
EFFINGHAM COUNTY – HUMAN RESOURCES STANDARDS OF PRACTICE

5.05 - EMERGENCY CONDITIONS

STATE OF EMERGENCY CONDITIONS FREQUENTLY ASKED QUESTIONS (FAQs)

If I am working during the emergency event and cannot leave due to safety reasons, how will I be paid? There may be times when it is not safe or legal to travel around the County. During periods such as this, it is expected that employees will remain at their work location, even if their shift has ended. This time will be treated as work time.

If I only work part of the day and it’s during a period when Office Closed Leave is authorized, how will I be paid? Non-exempt employees who work part of a day that has been authorized for Office Closed Leave, will be paid for the hours worked plus receive the full number of hours of authorized Office Closed Leave. Exempt employees will receive the full number of hours of authorized Office Closed Leave. The County Manager will determine whether additional pay will be granted to exempt employees during the period of administrative leave.

I am a new employee, but my start date was moved because of an emergency or disaster event. Will I still be paid based on my originally scheduled start date? No. Pay will begin on your first actual day of work.

I need extra time to prepare to evacuate but Office Closed Leave is only allowed for a portion of the day. How will I be paid? If you are scheduled to work, but did not report to work because you needed time to prepare to evacuate, you will be granted the authorized hours of Office Closed Leave, but must use vacation time for the additional hours in the work day not covered by the Office Closed Leave.

I am required to work during the emergency event and also required to sleep at my assigned location. Am I paid for this time? All time that you are required to be at a facility or on site will be treated as work time, regardless of whether you have sleep time. This includes, but is not limited to, employees who work in the EOC, shelter in an assigned office/housing facility, and emergency service employees who are required to remain at given work sites.

How will I be compensated for Office Closed Leave if my regular work schedule is greater than eight hours per day or if I normally work on the weekend? Office Closed Leave will be calculated on the regular work day of the employee, for any days County offices that will be closed to the public.

What if I am already scheduled to be on approved personal leave during a declared emergency? Employees on approved personal leave during a declared emergency will be paid according to their leave approval, and not under this policy.
What if I am on approved personal leave, but must report due to my Employee Category? Employees already on approved personal leave who report to work due to their emergency work assignment will be paid according to this policy. Employees already on approved leave that are required to report, but don’t report will be paid according to their leave approval.

What if I am scheduled to go on approved personal leave and a local emergency is declared? Employees approved to take personal leave who are advised to report may have their personal leave canceled so that they can participate in the emergency or disaster response and recovery effort. If this happens, employees will be paid according to this policy.

What if the facility is closed before my scheduled workday begins? Exempt and non-exempt regular employees will be paid for the regularly scheduled shift.

What if the facility remains open and I don’t come to work? Non-exempt employees failing to report to work when there is a snowstorm, etc. and the facility remains open, will not be paid for the day, nor will they be permitted to charge this lost time to Paid Time Off, unless such time off had been previously granted. Employees arriving late on such days will be paid for the actual time worked.

What if the facility closes after a regular workday has begun?

a. Nonexempt employees who report to work but leave prior to the time the facility is officially closed will be paid up to the time they leave the facility.

b. Nonexempt employees who report to work and remain at work until the facility is officially closed will be paid for the entire workday.

Approved this ___ day of March, 2020

_________________________________  Attest:

Wesley M. Corbitt, Chairman  ___________

___________________________  Stephanie D. Johnson, County Clerk  ___________
The Georgia Conflict of Interest in Zoning Action Statue (O.C.G.A. §§ 36-67A-1 et seq.) requires disclosure of certain campaign contributions made by applicants for rezoning actions and by opponents of rezoning application. A rezoning applicant or opponent of a rezoning application must disclose contributions or gifts which in aggregate total $250.00 or more if made within the last two years to a current member of Effingham County Planning Board, Board of Commissioners, or other Effingham County official who will consider the application. The campaign contribution disclosure requirement applies to an opponent of a rezoning application who publishes his or her opposition by appearance before the Planning Board or Board of Commissioners or by any other oral or written communication to a member or members of the Planning Board or Board of Commissioners. Disclosure must be reported to the Board of Commissioners by applicants within ten (10) days after the rezoning application is filed and by opponents at least five (5) days prior to the first hearing by the Planning Board. Any person knowing failing to comply with these requirements shall be guilty of a misdemeanor.

“Individuals with disabilities who require special needs to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities should contact the County Clerk at 912-754-2123 promptly to afford the County time to create reasonable accommodations for those persons.”

**PLEASE TURN OFF YOUR CELL PHONE**

<table>
<thead>
<tr>
<th>Items of Business</th>
<th>Action Requested of Commissioners</th>
<th>Previous Action of Commissioners</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Call to Order</td>
<td>10:00 A.M.</td>
<td></td>
<td>10:15 AM</td>
</tr>
<tr>
<td>II Agenda Approval</td>
<td>Consideration of a Resolution to approve the agenda</td>
<td>Approved as read</td>
<td></td>
</tr>
<tr>
<td>III Public Comments</td>
<td>Agenda Items ONLY</td>
<td>Stated by Chairman</td>
<td></td>
</tr>
<tr>
<td>IV Correspondence</td>
<td>Documents from this meeting are located in the Clerk’s office and on the Board of Commissioner’s website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V New Business</td>
<td>01 Resolution Tim Callanan</td>
<td>Consideration to approve a Resolution announcing Implementation of Local Emergency Protective Measures to align with the Governor’s Statewide Declaration of a Public Health State of Emergency</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>02 Policy Vicki Dunn</td>
<td>Consideration to approve to amend the Human Resources Standards of Practice to include <strong>Section 5.11 - Effingham County Operations Under Pandemic Conditions</strong></td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td>03 Policy Vicki Dunn</td>
<td>Consideration to approve to amend the Human Resources Standards of Practice to include <strong>Section 5.05 – Emergency Condition</strong></td>
<td>Approved</td>
</tr>
</tbody>
</table>

VI Adjournment 10:54 PM

Members Present On Phone Call:
Wesley Corbitt – @ 10:30 am
Forrest Floyd
Roger Burdette
Jamie Deloach
Reginald Loper
Phil Kieffer