



**Human Resource Services**

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March 24, 2020

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

**SUBJECT:** ADOPT AN URGENCY SALARY ORDINANCE AMENDMENT TO ADD SUBSECTION 3-19.98 (COVID-19 PAID ADMINISTRATIVE LEAVE) TO ARTICLE 3

Dear Board Members:

**RECOMMENDATION:**

On an urgency basis due to the health and safety of all County employees and its residents, adopt a Salary Ordinance amendment to add subsection 3-19.98 (COVID-19 PAID ADMINISTRATIVE LEAVE) to Article 3, Section 3-21 (MISCELLANEOUS) to: 1) provide paid administrative leave for employees who are unable to work and impacted by the Order of the Health Officer of the County of Alameda for the time period beginning March 17, 2020 through April 7, 2020, as issued by the Alameda County Health Officer on March 16, 2020; and 2) award administrative leave for employees who are required and able to work, for each hour worked (up to a maximum of 128 hours) during the time period of March 17, 2020 through April 7, 2020.

**DISCUSSION/SUMMARY:**

On March 16, 2020, the County joined six (6) other Bay Area public health jurisdictions in issuing a Shelter In Place Order ("Order") by the Health Officers for their respective jurisdictions for the time period covering March 17, 2020 through April 7, 2020, in order to slow the spread of COVID-19. The Order limits activity, travel and business functions to only the most essential needs. On March 17, 2020, your Board took immediate and unprecedented actions to address the urgency of this event by authorizing measures to ensure the County maintains a sufficient core of employees who will work either onsite or remotely as well as enable employees to balance their personal needs with their public service obligations, which includes the following: 1) to provide paid administrative leave for employees who are unable to work and impacted by the Shelter In Place Health Order for the time period of March 17, 2020 through April 7, 2020; and 2) to award administrative leave for each hour worked, up to a maximum of 128 hours (prorated maximum for employees who work less than a 40-hour regular work week), for the time period of March 17, 2020 through April 7, 2020. The implementation of the latter will include that administrative leave be available for use on a date to be determined by the County and employees will have a cap of two (2) years to exhaust such granted administrative leave. Any unused administrative leave will not be paid out and will be forfeited at the end of the two (2) years cap or when the employee terminates from County employment, whichever is sooner. Additionally, if a longer cap is deemed necessary for a limited number of classifications due to operational needs of a department/agency, staff will request for authority on a future date.

**FINANCING:**

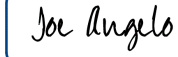
Funds are available in the 2019-2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the applicable actions.

**VISION 2026 GOAL:**

The Salary Ordinance amendments meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,

DocuSigned by:



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Joe Angelo, Director  
Human Resource Services

c: CAO  
Auditor-Controller  
County Counsel  
Agency/Department Heads

By   
Kristy van Herck, Asst. County Counsel

O-2020-15

AN URGENCY ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2019 – 2020  
COUNTY OF ALAMEDA SALARY ORDINANCE

The Board of Supervisors of the County of Alameda ordains as follows:

**SECTION I**

In enacting this Urgency Ordinance, the Board of Supervisors of the County of Alameda makes these findings:

1. On March 1 and 5, 2020, the Health Officer of the County of Alameda issued Declarations of Local Health Emergency due to the existence of COVID-19 within the County.
2. On March 4, 2020, Governor Gavin Newsom issued a Proclamation of a State of Emergency based on the spread of COVID-19.
3. On March 10, 2020, the Board of Supervisors of the County of Alameda passed a Resolution Ratifying the Declaration of Local Health Emergency, and Governor Newsom's March 12, 2020 Executive Order N-25-20.
4. On March 16, 2020, the County Health Officer issued a Shelter In Place Order ("Order"), in conjunction with Orders by six (6) other Bay Area public health jurisdictions, for the time period covering March 17, 2020 through April 7, 2020, in order to slow the spread of COVID-19.
5. On March 17, 2020, due to the immediate threat to public health and safety, and the welfare of County residents and employees, the Board took immediate and unprecedented actions to ensure that the County maintains a sufficient core of employees working either onsite or remotely as well as ensuring that employees do not exhaust leave balances while off of work due to COVID-19 related quarantine, isolation, school and childcare closures, and other related absences during the period covered by the March 16, 2020 Order.
6. An amendment to the County of Alameda Salary Ordinance is required in order to provide for administrative leave pay for employees related to COVID-19 and the March 16, 2020 Order.
7. State law allows the County to adopt an urgency ordinance for the immediate preservation of the public peace, health, or safety, which shall contain a declaration of the facts constituting the urgency and shall be passed by a four-fifths vote of the Board of Supervisors.

**SECTION II**

**Article 3, Section 3-21** of the County of Alameda Salary Ordinance is hereby amended by the addition of subsection 3-19.98 as follows, to be effective March 17, 2020:

**3-19.98** - Effective March 17, 2020, all County employees who are unable to work due to COVID-19 shall be given paid administrative leave within the period covering March 17, 2020 through April 7, 2020, which is the time period covered under the Shelter In Place Health Order issued on March 16, 2020. Additionally, those employees as determined by Department/Agency Heads who are required and able to work during the same time period shall be awarded administrative leave for each hour worked, up to a maximum of 128 hours, or a prorated maximum for employees who work less than a 40-hour regular work week. Awarded administrative leave will be available to use on a date determined

by the County. Any unused administrative leave authorized under this subsection will not be paid out and will be forfeited at the end of the two (2) years cap or when the employee terminates from County employment, whichever is sooner.

### **SECTION III**

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published the County of Alameda.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this **24<sup>th</sup>** day of **March, 2020**, to wit:

**AYES:** Supervisors Carson, Chan, Haggerty, Miley & President Valle – 5

**NOES:** None

**EXCUSED:** None



**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30447  
Agenda No: 29  
Document No: O-2020-15



I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

**ATTEST:**  
Clerk, Board of Supervisors

By: R. B. Bailey  
Deputy