

County of Monroe
The Florida Keys



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MEMORANDUM

To: Kevin Madok, Clerk of the Circuit Court and Comptroller
From: Roman Gastesi, County Administrator 
Date: March 18, 2020
Subject: Authorization of Administrative Leave in response to COVID-19

The health and safety of our employees and the community is our priority, especially as we face the risks from COVID-19. Each of our departments provide unique services, with capabilities and challenges regarding how we continue County operations during this time.

In order to maintain essential public services and protect staff to the greatest extent possible, we are now scaling down to essential County operations, reducing workgroups to smaller than 10 people, and maintaining a 6' minimum social distance between staff and customers.

As we are under a declared state of emergency, our resolution for emergency response work (146-2013) is now also active. This means that, effective 8 a.m. yesterday, if an employee's office is closed or no work is available, he or she will receive administrative leave in order to keep their regular pay whole. An employee who performs emergency response work documented on an ICS214 for FEMA reimbursement, will be compensated per the resolution at time and a half of their regular rate of pay or \$24.00 per hour, whichever is greater.

Example for employees on an 8-hour regular workday:

Employee 1 – The employee's Supervisor determines that there is no work available and directs Employee 1 to go home without working. Employee 1 receives 8 hours Administrative Leave. Departments are encouraged to reassign work such as answering phones or back up work, even from other programs to utilize employees as much as possible.

Employee 2 – The employee's Supervisor directs Employee 2 to continue working, either from home or from the regular work location. Employee 2 receives 8 hours of regular time.

Employee 3 – The employee's Supervisor directs Employee 3 to continue working, either from home or

from the regular work location. In addition, the employee performs 1.2 hours of emergency response work, working on COVID-19 ("Emergency"). Employee receives 8 hours of regular pay. In addition, Employee receives 1.2 hours of pay at time and a half or \$24.00 per hour, whichever is greater. Any time spent by Employee 3 on the emergency response work (only) must be recorded on an ICS 214 filled in and submitted by the employee. Time sheets must match the ICS 214 work and the County regular timesheet.

*Work may be performed at a County facility or remote location as approved by the employee's supervisor.

In order to allow departments to manage their unique circumstances, Department Heads will have discretion to maintain or suspend certain operations in order to maintain workgroup size and social distancing. Department Heads also have the discretion to decide how to meet essential services while keeping the above goals in mind. I am also hereby delegating authority to Department Heads to approve Administrative Leave for employees affected by the threats of COVID-19 on a case-by-case basis.

Some circumstances that could justify Administrative Leave include, but are not limited to:

- Employee diagnosed or showing symptoms (quarantine or medical treatment) and asked by Department Head to work from home or be absent
- Employee's household member diagnosed or showing symptoms (quarantine)
- Recent international or domestic travel, particularly using air and/or public transportation or to an area affected by an outbreak (quarantine)
- Employee is in an at-risk category for susceptibility to the virus

Administrative Leave may apply to whole or partial shifts based on the degree to which County work can be performed remotely. For example, if an employee can work from home and has a workload of 6 hours a day, they should perform the work agreed to by their supervisor and count the remaining 2 hours per day as administrative leave, which they will be paid for.

Medical privacy laws, such as HIPAA and ADA, require that we not communicate the medical condition or information of any individual. There should be no such markings or notations on timecards or other documents. Only the fact that Administrative Leave is approved due to the state of local, state, and national emergency should be indicated.

A handwritten signature in black ink, consisting of the letters 'RGA' in a cursive, stylized font.