

**AN RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK**  
**# 2020-18 AS REVISED MARCH 24, 2020**

**RECITALS:**

**WHEREAS**, the County Commission (the “Commission”) for St. Clair County, Alabama (the “County”) has adopted the St. Clair County Employee Handbook (the “Handbook”) for employees of the County; and

**WHEREAS**, it becomes necessary from time to time to update and amend the Handbook to more fairly, equitably and efficiently regulate employment related matters.

**NOW, THEREFORE**, the following Section is expressly added to the St. Clair County Employee Handbook:

**509 A            EMERGENCY PAID LEAVE**

On rare occasions after the Declaration of a State of Emergency or a Declaration of Emergency Conditions (a “Declaration of Emergency”) by the Chairman or the County Commission, there may exist such circumstances whereby it is in the best interest of the health, safety and welfare of the employees of St. Clair County and the public at large for employees to be given paid leave for discreet periods of time in addition to the other leave time afforded by the County. Said leave shall be titled Emergency Paid Leave, shall be in addition to other leave afforded by the County and shall be authorized for such periods of time as determined by the Commission.

During times when the Commission has authorized Emergency Paid Leave, Department Heads are authorized to create a work schedule for the employees under their direction to ensure the essential functions of their offices remain operational while minimizing the risk of adverse health or safety conditions to their employees. In such instances, employees that are directed not to come to the office during times they would otherwise be scheduled to work, said employees will be given leave with pay (“Emergency Paid Leave”).

Employees who are on Emergency Paid Leave will continue to have their time credited for purposes of accruing other leave afforded by the County. Said time will not be credited towards time worked for calculation of overtime purposes as described in Section 507 of the Employee Handbook.

During times when the Commission has authorized Emergency Paid Leave, Department Heads are authorized to consider denying or rescinding previously approved scheduled leave time of their employees.<sup>1</sup>

During times when the Commission has authorized Emergency Paid Leave, Department Heads are authorized to allow employees, who are deemed able by their Department Head and who have the technological capabilities as confirmed by the County Technology Department, to work from home.

---

<sup>1</sup> This shall not be construed as limiting Department Heads’ authority to approve / deny requests for leave time generally.

Said employees will be compensated as if the same were working at their work location and will not be construed as taking Emergency Paid Leave when working from home. Hours worked from home will be credited towards time worked for calculation of overtime purposes as described in Section 507 of the Employee Handbook.

Employees who are scheduled to work and who are required to work during times when the Commission has authorized Emergency Paid Leave, will be paid at their regular rate of pay and their time worked will be credited towards time worked for calculation of overtime purposes as described in Section 507 of the Employee Handbook.

Emergency paid leave is intended to allow Department Heads to dictate working schedules and pay employees who are directed not to come to work but who would otherwise be available for work. **Effective April 2, 2020**, County Employees who have an applicable qualifying event (a “Qualifying Event”) making them eligible for “Emergency Paid Sick Leave” as contemplated by the Family First Coronavirus Response Act (the “Act”) will be placed on said leave immediately and in lieu of all other accrued leave. Employees who are sick but do not have a Qualifying Event or who have exhausted their leave under the Act will be required to use accrued sick leave.

ADOPTED and APPROVED this the 24 day of March, 2020.

St. Clair County, Alabama

By: Paul Manning  
Paul Manning,  
Chairman

ATTEST:

Tina Morgan  
Tina Morgan,  
Acting Administrator