Note regarding Board signatures during the coronavirus shut down 2020.

For the virtual Board meetings held while Governor Inslee’s Proclamation 20-28 was in effect, documents were circulated for signature (by at least 3 Trustees) after the meeting.
2020 COVID-19 Pandemic Response
Supplemental Leave Guidelines


NOLS has implemented a number of measures in response to this global emergency, in accordance with NOLS’ HR Policy 14.6: Response to Pandemic Events, the 2020 Pandemic Preparedness and Response Operational Guidelines, and various orders, proclamations, and mandates from external authorities.

The purpose of the 2020 COVID-19 Pandemic Response Supplemental Leave Guidelines document is to articulate NOLS’ guidelines for administering paid leave and other closely related benefits during the COVID-19 Pandemic. These guidelines derive authority from HR Policy 14.6: NOLS Response to Pandemic Events, and serve as a procedural supplement to said policy. These guidelines also supplement, but are distinct from, NOLS’ policies that address normal paid-time-off accrual and usage parameters.

Rationale for authorizing supplemental leave provisions. It is in the mutual best interest of NOLS, NOLS employees, and the community as a whole, to prevent the spread of COVID-19. Generously administered supplemental leave options support this objective in the following ways:

- Sick employees are more likely to remain home if they have paid leave available;
- Provision of supplemental paid leave is compassionate and minimizes disruption in the lives of employees and their families, thereby supporting employees’ ability to reduce stress, regain health, and return to work sooner;
- Compassionately supporting the leave needs of employees during a difficult time improves staff retention, morale, and promotes a more rapid return to business-as-usual at the conclusion of the pandemic event;
- Employer paid leave streamlines paperwork that would be required to administer a multitude of emergency leave law options; this is of particular operational value at a time when NOLS HR is in “essential functions only” emergency staffing mode;
• Provision of employer paid supplemental leave is in keeping with the intent of state and federal level COVID-19 relief actions, aimed at minimizing loss-of-work impacts on citizens during this pandemic.
• It is within the authority of the Board of Trustees to approve supplemental leave.

2020 COVID-19 Response - Supplemental Leave Guidelines

The 2020 COVID-19 Response Supplemental Leave Guidelines address employee absences for reasons associated with preventing or containing the spread of COVID-19 during 2020 only, and do not cover absences for any other reason. Board authorization of these Guidelines does not establish any precedent for how the Library may respond to the same or similar such event(s) in the future.

In accordance with HR Policy 14.6 and the 2020 COVID-19 Preparedness and Response Operational Guidelines, Leave options will be granted/allocated/charged in the order listed below:

1. **Remote work options** will be offered to staff as a way of reducing the need to draw down paid-leave accruals. It is understood that different circumstances exist for each employee and each position, which may affect the feasibility of remote work opportunities and/or the employee’s ability to work remotely.

2. **Paid Administrative Leave (PAL) available March 17, 2020 through March 31, 2020:** (PAL) is authorized for all employees as needed to cover employees’ regular work schedules during a period of library closure. In accordance with HR Policy 12.1, all employees on PAL are required to remain available to the Library as needed during regular work hours, and may be required to perform essential functions. This leave is an available allowance, granted for this purpose and time period only, and does not accrue, carry forward, or pay-out.

3. **Emergency Paid Sick Leave (EPSL) allowance available April 1, 2020 – through December 31, 2020:** Up to 10 days, or the number of hours an employee works over a 2-week period, of Emergency Paid Sick Leave will be available in accordance with the terms of federally mandated Families First Coronavirus Response Act (FFCRA). Employees are eligible to utilize this leave for any of the following reasons:
   a. subject to local quarantine or isolation order;
   b. in medically advised self-quarantine; experiencing symptoms of COVID-19;
   c. caring for an individual who is self-isolating;
   d. caring for a child due to school closure or unavailability of child care;
   e. other “substantially similar” conditions.

This leave is an available allowance and does not accrue, carry forward, or pay-out.

Authorization of COVID-19 Supplemental Leave Guidelines
4. In accordance with HR Policy 14.6, during the 2020 COVID-19 pandemic event accrued paid time off will be charged down in the following order:

a. **Sick Leave (SL).** Sick Leave may be utilized for any necessary absence directly related to the pandemic event.

b. **Personal (PL) and/or Management Leave (ML).**

c. **Vacation Leave (VL).** EEs will not be required to fully deplete VL; EE’s may elect to retain up to one week’s worth of VL, or (if the current balance of VL is less than one week’s worth) their current accrued balance as of March 1, 2020.

d. **Flex time.** Previously documented available Flex time, if any, may be applied to reduce paid leave usage at any point.

e. **Available Emergency Library Closure Leave. (ELC),** if any, may be applied for work time missed as a result of an official closure of the Library. ELC used for this purpose will deplete the balance available for other (eg. weather) closure events that may occur later in the year.

f. When all other paid leave options have been exhausted, a draw from the Pandemic Emergency Leave Pool may be requested, and may, at the discretion of the Library Director, be granted. (NOTE: this option refers to a proposal to create a new type of donation-supported emergency leave pool. Policies and procedures for creating and administering this leave option are currently in development. If the Pandemic Emergency Leave Pool is not created, or not successfully seeded with donations during this pandemic event, this option will not pertain).

g. When no available paid leave options remain, hours not worked will be recorded on timecards as unpaid. NOLS will continue payment of the Employer portion of medical premiums for an employee in unpaid leave status for no longer than one month. In the event that the duration of the unpaid status continues longer than one month, NOLS will discuss options for payment of medical premiums with the employee.

h. Certain individual employees may also be eligible for other forms of relief, including Washington State Paid Family Medical Leave benefits, FMLA Expansion benefits, Emergency Rule unemployment benefits, and/or other emergency leave mandates not yet established. Some of these options may calculate relief at amounts less than full pay or impose other limiting restrictions. WA PFML and the FMLA expansion permit use of these leaves in advance of other paid leave; other options may require other accruals to be depleted first.

i. If the pandemic continues for an extended or indefinite period, resulting in emergency furlough or layoff conditions, detailed guidelines for a furlough scenario will be articulated.

*Authorization of COVID-19 Supplemental Leave Guidelines*
Periodic review of the 2020 COVID-19 Pandemic Response Supplemental Leave Guidelines. Should an announced state of emergency or closure be lengthened or shortened by order of Federal, State, County, or local governments, or public health officials, or the NOLS Board or Library Director, the NOLS Board of Trustees may review and revise these guidelines.

Approval and authorization of Supplemental Leave Guidelines.

The 2020 COVID-19 Response Supplemental Leave Guidelines were submitted to the NOLS Board of Trustees at their regular Board meeting on March 26, 2020 to be approved by the following motion.

The Board of Trustees of the North Olympic Library System hereby documents approval of the 2020 COVID-19 Response Supplemental Leave Guidelines, and authorizes the Library Director to implement said guidelines.

Signatures below document Board approval and authorization.
Copy of meeting minutes to be attached.

Chair

Board Secretary

Authorization of COVID-19 Supplemental Leave Guidelines