March 16, 2020

AFSCME MEMORANDUM OF UNDERSTANDING
USE OF SICK LEAVE DURING COVID-19 RESPONSE

This is a Memorandum of Understanding between the American Federation of State, County and Municipal Employees (AFSCME), Local #231 and Linn County, Iowa regarding the use of sick leave for employees impacted by the COVID-19 outbreak and is intended to protect the safety of the workforce and address the physical and financial well-being of those employees personally affected by the virus.

Employees will not be required to use their accrued sick leave, or other accrued paid leave, but will remain on paid status, for up to fourteen (14) calendar days (or until released to return to work) if the following criteria is met:

1. If an employee tests positive for COVID-19 and must therefore stay home per their doctor’s and/or Iowa Department of Public Health’s orders.
2. If an employee is quarantined per their doctor’s, Iowa Department of Public Health and/or the Center for Disease Control orders due to suspected exposure with COVID-19.
3. If an employee has been exposed to someone who has the virus and needs to be tested.
4. If an employee is needed to care for a family member who has the virus or has been in contact with someone who has the virus.
5. If an employee has traveled to an area that is on a restricted travel list (domestic or international) in effect on the planned date of return.

Note: An employee whose function is deemed part of an essential County service should follow the IDPH’s Isolation Guidance for Essential Services Personnel. The established timelines may be different than is outlined above.

Employees will be required to use their accrued sick leave for other circumstances connected to the virus outbreak such as:

6. An employee showing potential virus symptoms or and who has consulted with a health care provider and submits proof of such consultation.
7. An employee who chooses to self-isolate due to an underlying health condition or age, or that of a spouse or dependent, and submits a recommendation for the self-isolation from a health care provider.
8. An employee who needs to stay home to care for a family member due to the closing of a school or child/adult daycare. An employee choosing this option may be subject to callback in order to maintain minimum staffing levels at 24/7 operations and county-designated essential services.

An employee using his/her sick leave under the second category will be allowed to borrow against future sick leave accruals for up to 80 hours (2 weeks) for a full-time employee (pro-rated for part-time employees) once their current sick leave balance is exhausted. In addition, if the absence is due to caring for a family member, an employee may exceed the contractual limitation on use of family sick leave for the period of this MOU. The definition of family will follow contractual provisions. Before an employee will be allowed to return to work, a release from their healthcare provider will be required.
All requests for the first and second categories of leave use must come through the Human Resources Department. In the first category, HR staff will verify the request either through the employee providing documentation of medical condition or quarantine or through consultation with the Public Health Department. In the second category, requests for leave use will be submitted to the Human Resources Department who will review the request, verify the health care provider documentation, communicate with the department supervisor and coordinate the tracking process for any negative sick leave balance usages.

Representatives of AFSCME, Local #231 and Linn County agree to temporarily waive the contractual provisions regarding use of family sick leave and the normal procedures related to the exhaustion of sick leave for the specific circumstances stated above related to the COVID-19 situation.

This Memorandum of Understanding will become effective March 16, 2020 and extend through May 31, 2020.

Dated 3-16-20

For the County

Lisa Powell, HR Director

For the Union

Earlene Anderson, AFSCME Representative

Version 2, 3-19-20