

## **SECTION 11.8 PAID QUARANTINE LEAVE FOR PEACE OFFICERS, AND DETENTION OFFICERS**

Pursuant to Texas Local Government Code Section 180.008, Jefferson County hereby adopts this paid quarantine leave policy for peace officers and detention officers who are employed by, appointed by, or elected to their position.

Jefferson County shall provide paid quarantine leave for peace officers and detention officers employed by Jefferson County and ordered by Jefferson County's Health Authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty. This includes peace officers and detention officers as defined by this policy.

"Peace officer" means an individual described by Article 2.12, Code of Criminal Procedure, who is elected for, employed by, or appointed by the county.

"Detention officer" means an individual appointed or employed by a county as a county jailer or other individual responsible for the care and custody of individuals incarcerated in a county jail.

"Jefferson County's Health Authority" or "Health authority" is a physician appointed by the Jefferson County Public Health Executive Director under the Texas Health and Safety Code, Chapter 121, the "Local Public Health Reorganization Act", to administer state and local laws relating to public health within Jefferson County.

"Communicable Disease" means an illness that occurs through the transmission of the infectious agent or its toxic products from a reservoir to a susceptible host, either directly, as from an infected person or animal, or indirectly through an intermediate plant or animal host, a vector, or the inanimate environment that is required to be reported to the Texas Department of Health by the Texas Health and Safety Code Section 81.041.

### **PAID QUARANTINE LEAVE**

Jefferson County peace officers or detention officers who the Jefferson County Health Authority requires to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty will receive the following benefits during the quarantine:

- (a) Regular full pay consisting of all employment benefits and compensation, the employee is entitled to under the Jefferson County Personnel Policies & Procedures for the duration of the quarantine or isolation period;
- (b) Reimbursement of documented reasonable costs related to quarantine or isolation deemed necessary by the Jefferson County Health Authority, including lodging, medical, and transportation.

Jefferson County's Health Authority or their designee determines when an employee is required to be quarantined or isolated due to possible or known exposure to a communicable disease while on duty and the duration of the leave. Peace officers and detention officers should quarantine or isolate if required by Jefferson County's Health Authority or their designee and

request their need for quarantine leave as soon as they have been placed on quarantine by notifying their immediate supervisor and Human Resources.

Peace officers and detention officers are not eligible for overtime hours during any period they are subject to quarantine by the Jefferson County Health Authority or their designee.

## **PROCEDURES FOR REQUESTING PAID QUARANTINE LEAVE BENEFITS**

Eligible employees may request paid quarantine leave benefits as follows:

- a) The employee must notify their supervisor and Human Resources of the need for paid quarantine leave as soon as possible.
- b) The employee's department completes the Quarantine Leave for Peace Officers and Detention Officers Request Form and Public Health's Quarantine Leave Request Checklist and emails the form and checklist to the Jefferson County Health Authority at [eede@co.jefferson.tx.us](mailto:eede@co.jefferson.tx.us) for approval.
- c) Once the Health Authority receives the request, the Health Authority will determine if the employee requires quarantining or isolating and if the employee should be reimbursed for any reasonable costs related to the quarantine or isolation.
- d) After review, the Health Authority will indicate on the Quarantine Leave for Peace Officers and Detention Officers Request Form whether the request is approved or denied and notifies Human Resources at [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us) and the employee's department of the decision.
- e) After receiving an approved quarantine leave request, Human Resources will review and request the Auditor's Office to add paid quarantine leave to the employee's payroll. Human Resources will also notify the employee that the request was approved.
- f) If the Health Authority approved an employee's request for reimbursement of documented reasonable costs related to a quarantine, the employee must follow the County's regular reimbursement process and the employee's department's reimbursement procedures to obtain reimbursement.
- g) A reimbursement request and itemized receipts should be submitted no later than 30 days after the quarantine or isolation period has expired. Requests for reimbursements that are not submitted in a timely manner may be rejected and not reimbursed.
- h) Departments should process reimbursement requests the same as other reimbursement requests. Questions regarding what is considered a reasonable cost should be directed to Human Resources.