

August 26, 2021

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, September 2, 2021
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Approval of Minutes from the August 5, 2021 meeting.

ITEM 2: Request to create the following classification:

<u>CLASS</u>	<u>CLASS</u>	
<u>CODE</u>	<u>TITLE</u>	<u>PAY GRADE</u>
7892	Juvenile Justice Specialist	C08 (\$46,107.36 - \$59,063.68)

ITEM 3: Request to amend the Workplace Response to COVID-19 Human Resources Policy Bulletin

ITEM 4: Request to create the COVID-19 Vaccination Incentive Policy

ITEM 5: Miscellaneous Discussion

PC: Department Heads

LANCASTER COUNTY
JUVENILE JUSTICE SPECIALIST

NATURE OF WORK

This is advanced human service work providing direct services to youth and families in Lancaster County.

Work involves interviewing, assessing, planning, coordinating, and evaluating services for youth and families. Work includes networking with community agencies and outreach to support youth and family members. Work also involves participating in community groups and/or advisory councils and tracking data and preparing reports. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of program services provided.

EXAMPLES OF WORK PERFORMED

Administer a variety of assessment and screening tools; assess criminal history in preparation of case plans and services.

Compile statistics and maintain records on client program participation; maintain confidential client records and case files.

Administer grants to include reports, grant management system, data and all other associated accountability documents.

Work closely with the schools and County Attorney's office to serve youth with pending allegations of law violations and/or trancies; prepare testimony; testify in court.

Drug test youth as required.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of youth.

Knowledge of youth programs and services within the community available to youth and families.

Knowledge of grant management.

Knowledge of the secondary school system and ability to work with the school, youth and family on educational goals.

Knowledge of the principles of restorative justice and understanding of how to apply them when

working with youth.

Knowledge of evidence-based practices as it applies to effective case management for youth.

Knowledge of juvenile legal proceedings, juvenile court and probation systems and general juvenile law practices.

Ability to organize tasks and establish priorities in response to changing conditions and in emergencies.

Ability to establish and maintain effective working relationships with co-workers, youth and families, and community-based agencies.

Ability to communicate effectively both orally and in writing including facilitating meetings and delivering presentations and reports.

Ability to maintain confidentiality.

Ability to use a personal computer including basic word processing and a variety of computer software applications.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in psychology, criminal justice, sociology, criminal justice, human services or related field plus two years of experience providing program services or case management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

8/21

PS7892

Human Resources Policy Bulletin

Lancaster County

Number: 2021-4
Date: September, 2021

Reference:	Title:
Americans with Disabilities Act, Rehabilitation Act, 29 CFR Part 1630 EEOC Guidance, “Pandemic Preparedness in the Workplace and the Americans With Disabilities Act”, Updated in Response to COVID-19 Pandemic, March 19, 2020 Supercedes Personnel Policy Bulletin 2021-3	WORKPLACE RESPONSE TO COVID-19

I. PURPOSE

The purpose of this policy is to help prevent workplace exposures to COVID-19 and to establish criteria for daily symptom self-screening of County employees. This policy is based upon the Centers for Disease Control and Prevention’s interim guidance for businesses and employers responding to COVID-19¹.

II. POLICY

A. Employees with these symptoms² may be infected with COVID-19:

1. New onset of a sustained persistent nonproductive cough (a dry cough lasting longer than 24 hours)
2. Unresolved or new onset shortness of breath or difficulty breathing
3. Measured temperature of 100.4°F or higher
4. Sustained (longer than 2 hours) chills or repeated shaking with chills
5. Muscle pain or body aches
6. Headache
7. Sore throat
8. New loss of taste or smell

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

² Symptoms are based on those the Lincoln-Lancaster County Health Department have identified are most common of those infected in Lancaster County and the CDC’s list of symptoms consistent with COVID-19, which can be found at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html.

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- 9. Congestion and/or runny nose
- 10. Nausea or vomiting
- 11. Diarrhea

B. Daily Symptom Self-Screening

Before arriving to work, employees shall self-screen for the following symptoms:

- 1. A fever higher than 100.4 F or, using fever-reducing medications (i.e Tylenol®, Acetaminophen, Advil®, Ibuprofen) in the last 24 hours to control a fever higher than 100.4 F;
- 2. Unresolved or new onset of shortness of breath or difficulty breathing;
- 3. New onset of sustained persistent nonproductive cough (a dry cough lasting longer than 24 hours);
- 4. New onset of loss of taste or smell; and
- 5. Two or more of the following prolonged (symptom(s) lasting for longer than 24 hours) and unexplained (no other reasonable cause) symptoms:
 - i. Sore throat
 - ii. Sustained (longer than 2 hours) chills or repeated shaking with chills
 - iii. Headache
 - iv. Muscle pain
 - v. Congestion and/or runny nose
 - vi. Nausea, vomiting, or diarrhea

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If an employee has any of these symptoms, the employee shall not report to work and shall contact their personal physician. The employee should not return to work until the employee satisfies any conditions set forth by the City of Lincoln-Lancaster County Health Department, the employee’s health care provider, or the Return to Work Protocol below.

C. Return to Work

The employee may return to work if they meet the following criteria:

1. At least 10 days have passed since symptom(s) first appeared;
2. They have had a measured temperature < 100.4°F for at least 24 hours without the use of fever-reducing medications; and
3. There has been improvement in the remaining symptom(s).

D. Masks

1. Masks shall be worn by all employees, including fully vaccinated employees, when interacting with members of the public or in group meetings larger than two (2) people when community transmission is substantial or high based on the CDC COVID Data Tracker³.

³ <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

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2. Employees working at the Lancaster County Department of Corrections, the Youth Services Center, and the Mental Health Crisis Center are required to wear a mask, in addition to other forms of Personal Protective (PPE) that may be required by the Department or Office policy. These County Departments may except certain non-custodial settings from this requirement; however, employees working in such non-custodial settings are required to wear masks when interacting with the public or in group meetings larger than two (2) people when community transmission is substantial or high based on the CDC COVID Data Tracker⁴.
3. Masks should incorporate the following conditions at a minimum:
 - i. Fit snugly against the side of the face;
 - ii. Be secured with ties or ear loops;
 - iii. Include multiple layers of fabric if made of cloth;
 - iv. Allow for breathing without restriction; and
 - v. Be able to be laundered and machine-dried without damage or change to shape if made of cloth.
4. Masks shall be appropriate for the workplace and any inappropriate depictions or materials on them will not be allowed.
5. Masks are not required in workplaces or worksites where the employee is the only occupant, including but not limited to private offices, cubicles, County vehicles or

⁴ <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>

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equipment. Masks are also not required in outdoor worksites that maintain adequate physical distance of at least six (6) feet between individuals.

6. If an employee believes he or she is disabled or has been diagnosed with a disability and needs a reasonable accommodation to the requirements in Section D(1) and (2), the employee should contact the City-County Human Resources Department to request a reasonable accommodation.

V. SANCTIONS

Employees who violate any provision of this policy may be subject to disciplinary action up to, and including, dismissal from employment.

VI. DURATION

This policy is effective September 7, 2021, and hereby rescinds and supersedes previous Workplace Response to COVID-19 Human Resources Policy Bulletin 2021-3. This policy is temporary in nature and may be terminated at any time for any reason by the Lancaster County Board of Commissioners.

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Doug McDaniel
Human Resources Director

Date

Rick Vest, Chair
Board of County Commissioners

Date

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Human Resources Policy Bulletin

Lancaster County

Number: 2021-5

Date: September, 2021

Reference:	Title:
	COVID-19 Vaccination Incentive Policy

I. PURPOSE

The purpose of this policy is to provide an opportunity for employees to voluntarily participate in the vaccination campaign to mitigate and prevent the COVID-19 global health pandemic. This policy is designed to increase the number of County employees who get vaccinated and to motivate County employees to get vaccinated sooner than they otherwise would have by providing incentives that are proportional to the extreme public health benefits of increased vaccination rates. Vaccination against COVID-19 plays a critical role in protecting employees, the workplace, and the community as a whole against the immediate public health emergency of COVID-19 as well as its lingering negative economic consequences. This policy provides incentive pay for those employees who are vaccinated, and details how incentive pay will be administered and computed.

II. APPLICABILITY

This policy applies to all full-time and part-time County employees, including probationary, on-call, seasonal and temporary employees.

III. POLICY

- A. Employees shall receive a monetary incentive in the gross amount of approximately \$237.11, from which approximately \$37.11 will be withheld for social security, medicare, and retirement, for a net amount of approximately \$200, upon proof from a pharmacy, public health department, or other health care provider that the employee has been fully vaccinated¹.

¹ People are considered fully vaccinated for a COVID-19 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson/Janssen vaccines. <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Human Resources Policy Bulletin

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Date: September, 2021

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	COVID-19 Vaccination Incentive Policy

- B. Employees shall receive a monetary incentive in the gross amount of approximately \$59.28, from which approximately \$9.28 will be withheld for social security, medicare, and retirement, for a net amount of approximately \$50, upon proof from a pharmacy, public health department, or other health care provider that the employee has met one of the following conditions:
1. For those employees who are moderately to severely immunocompromised, that the employee has received an additional dose of the mRNA COVID-19 vaccine at least 28 days after the employee has received his/her second dose of Pfizer or Moderna.
 2. For all other employees, that the employee has received a booster of the Pfizer or Moderna vaccine within eighteen (18) months after the employee has received his/her second dose of Pfizer or Moderna.
- C. In order to receive the incentive payment, employees must provide a copy of their vaccination record and complete the Vaccination Incentive Employee Acknowledgement Form.
- D. Employees who have a documented medical or religious reason that prohibits vaccination must complete the Vaccination Incentive Medical or Religious Accommodation Request Form and go through the interactive process to determine if the employee will be granted an accommodation. If the employee is granted an accommodation, the employee will be required to satisfy certain conditions specified in the Vaccination Incentive Medical or Religious Accommodation Request Form to be eligible for an incentive.
- E. The incentive payment will be considered compensation and is subject to normal withholding and all applicable IRS regulations.
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- F. The incentive payment will be excluded from the employee’s regular rate of pay that is used to compute overtime pay.

IV. CONFIDENTAILITY

The Vaccination Incentive Employee Acknowledgment Form and Vaccination Incentive Medical or Religious Accommodation Request Form shall be considered confidential medical information. Both Forms shall be stored in the employee’s medical file.

V. SCOPE

Where the provisions of this policy conflict with the Lancaster County Personnel Rules, any Resolutions adopted by the Lancaster County Board of Commissioners, or any labor contracts, the provisions of this policy shall control.

VI. DURATION

This policy is effective September 7, 2021. This policy is temporary in nature, and the benefits described herein shall be applicable only during the period during which this policy is effective. Nothing in this policy shall be construed as creating a vested benefit: there shall be no financial or other reimbursement to an employee upon the termination of this policy or upon the employee’s termination, resignation, retirement, or other separation from employment. This policy will remain in effect until the earlier of either (i) December 31, 2026, or (ii) the date of termination by the Lancaster County Board of Commissioners.

Doug McDaniel
Human Resources Director

Date

Human Resources Policy Bulletin

Lancaster County

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Rick Vest, Chair
Board of County Commissioners

Date

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