



- 44 3. JTA is authorized to exercise such other actions authorized by state law  
45 during a state of emergency as may be necessary to combat this emergency.  
46  
47 4. To uphold the CDC's social distancing recommendations, JTA will  
48 temporarily close all facilities to the public. Fare-free service will be  
49 implemented in order to protect JTA's operators.  
50  
51 5. JTA will implement the COVID-19 Supplemental Leave Authorization as  
52 attached.  
53

54 **CERTIFICATION**


55 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County  
56 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of  
57 a resolution adopted at a legally convened meeting of the Jefferson Transit Authority  
58 Board held on March 18, 2020.



Chair



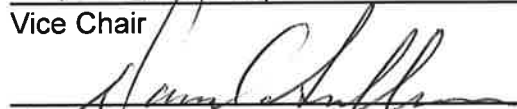
Member



Member



Vice Chair



Member

Attest:



Clerk of the Board



## COVID-19 SUPPLEMENTAL LEAVE AUTHORIZATION

This policy applies to all Jefferson Transit Authority (JTA) regular full-time employees.

### 1.0 Purpose

- 1.1 On February 29, 2020, Washington State Governor Jay Inslee issued Emergency Proclamation 20-05, as follows: “On January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington...I, Jay Inslee, Governor of the state of Washington, as a result of the above noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency exists in all counties in the state of Washington...” COVID-19 is a respiratory disease caused by a new virus called SARS-CoV-2. The most common symptoms of the disease are fever, cough, and shortness of breath. Most people with COVID-19 will experience mild disease but some may get sicker and may need to be hospitalized. COVID-19 may result in death among vulnerable members of the population.
- 1.2 JTA provides paid time off for vacation, personal days and sick leave to all full-time employees as described in the Employee Handbook and Policies.
- 1.3 The purpose of this COVID-19 Supplemental Leave Authorization is to provide JTA employees with supplemental leave that is distinct from and in addition to other types of leave pursuant to JTA policy. It is in the best interest of all JTA employees to avoid the spread of COVID-19 in our workplace and in our community to the extent possible. Accordingly, JTA’s intent in providing this supplemental leave is to reduce the risk of transmission of COVID-19 in the workplace by increasing the likelihood that employees who exhibit any of the common symptoms of COVID-19, namely fever, cough, or shortness of breath (the “**Common Symptoms**”), or who reside with someone who exhibits any of those symptoms, will remain away from the workplace until they no longer have the potential to infect others.

### 2.0 Supplemental Leave Authorization

- 2.1 Effective immediately, all JTA employees are eligible for COVID-19 Supplemental Leave (“**Supplemental Leave**”), subject to the terms and conditions set forth herein. Regular full-time employees are eligible for eighty (80) hours of Supplemental Leave. The amount of Supplemental Leave granted under this Authorization may be increased, at the discretion of the General Manager and notification to the Board.

**2.2** An employee is authorized to use Supplemental Leave for the following reasons:

- o An absence resulting from the employee having tested positive for COVID-19, or exhibiting any of the Common Symptoms of COVID-19;
- o An absence resulting from the employee residing with someone who has tested positive for COVID-19 or who exhibits any of the Common Symptoms;
- o When the employee's child's school or place of care has been closed for reasons related to COVID-19, in which case Supplemental Leave may be used until alternate care is established;
- o When the employee's workplace has been closed by order of a public official or by the General Manager for reasons related to COVID-19.

**2.3** Any employee who experiences any of the Common Symptoms while at work shall inform his or her supervisor immediately and shall leave the workplace. In that event, the employee shall receive paid administrative leave for the balance of that workday. Any employee who experiences any of the Common Symptoms before reporting to work, or who resides with someone who exhibits any Common Symptoms, shall remain at home and shall contact his or her supervisor as soon as possible.

**2.4** Any employee who reports any of the Common Symptoms or tests positive for COVID-19, or who resides with someone who exhibits any Common Symptoms or tests positive, will be required to remain at home or under prescribed care until 72 hours after the symptoms get better or, if under medical care, until medically cleared to return to work. For regular full-time employees who are absent from work under these circumstances, the first eighty (80) hours of leave will be charged to Supplemental Leave. Any absence beyond that which is covered by Supplemental Leave will be charged to vacation or sick leave according to the policies set forth for such usage before leave without pay is granted. Supplemental Leave will be compensated in the same manner as JTA calculates wages for other leave classifications. (Supplemental leave shall not accrue leave)

**2.5** Supplemental Leave may be used in increments of no less than eight (8) hours for regular full-time employees.

**2.6** If the need for Supplemental Leave is foreseeable, the employee must provide reasonable advance notice to his or her supervisor. If the need is not foreseeable, the employee must notify his or her supervisor as soon as practicable.

- 2.7** Supplemental Leave shall be available until the General Manager, in sole discretion, determines that this Authorization is no longer needed. Any unused Supplemental Leave shall be forfeited and will not be paid out upon termination of this Authorization.
- 2.8** Unused Supplemental Leave will not be paid out upon separation from employment.
- 2.9** This Authorization addresses absences for reasons associated with preventing or containing the spread of COVID-19 and does not cover absences for any other reason. The terms and conditions set forth herein do not replace, amend, or supplement any terms or conditions of employment stated in any other JTA policy or in the Collective Bargaining Agreements between JTA and the Amalgamated Transit Union (ATU), Local 587.
- 2.10** JTA may require an employee who uses Supplemental Leave to provide certification that the Supplemental Leave was used for a proper purpose as set forth in this Authorization. Any absence that is improperly charged to Supplemental Leave will be charged to that employee's vacation or appropriate sick leave, or, if none, as unpaid leave, and any unused Supplemental Leave will be forfeited.
- 2.11** Supplemental Leave is not eligible for donation under JTA's Shared Leave program.