

AGENDA ITEM BRIEFING

Commissioners Court – June 9, 2020

AI Number: 75889

Information: Requesting authority to expense COVID-19 related leave in response to the COVID-19 public health emergency as necessary and eligible under the CARES Act Relief Fund.

Description of AI: (A) Approval to reclassify COVID-19 related leave; (B) Approval of funds transfer

Funding Source: CARES Act Relief Fund

Account No.: 0-1287-441-42-115-096-0-XXX

Requested by: Sergio Cruz, Budget Officer

Department: Budget and Management

Prepared by: Erika Reyna, Assistant Director

Department: Human Resources

BACKGROUND:

The **Families First Coronavirus Response Act (FFCRA)**, signed into law March 18, 2020, became **effective April 1, 2020**. The new law provides employees with paid sick leave and expanded family and medical leave with monetary compensation for specified reasons related to the COVID-19.

I. Emergency Paid Sick Leave:

Employees are eligible for up to 80 hours of sick leave if they meet one of six COVID-19 related reasons listed in the Act. The amount of pay is determined based on the six reasons. To qualify, employees must submit their completed Emergency Paid Sick Leave Application to the department head or a department head designee along with supporting documentation. A copy of the executed application must be provided to the Department of Human Resources.

124 applications have been approved as of June 3, 2020.

II. B) Expanded FMLA:

Employees are eligible for up to 10 weeks of partially paid leave of Expanded Family and Medical Leave if the employee is caring for his/her child whose school or place of care is closed due to COVID-19 related reasons and the employee has been employed for at least 30 days prior to their

leave request. To qualify, employees must submit their completed Expanded FMLA Application to the department head or a department head designee along with supporting documentation. A copy of the executed application must be provided to the Department of Budget and Management – Employee Benefits Division.

14 applications have been approved as of June 3, 2020.

COMPLIANCE

Approval of leave and allocation of payment is made in accordance with the Families First Coronavirus Response Act.

ADMINISTRATION

Approval of leave is consistent with Hidalgo County's Emergency Paid Sick Leave and Expanded FMLA application process.

AGENDA ITEM CAPTION

1. Discussion, consideration, and action to approve a necessary CARES Act Relief Fund expenditure to cover cost not accounted for in the current budget and cannot be lawfully funded by line item, allotment or allocation, for the Families First Coronavirus Response Act - Emergency Paid Sick Leave and Expanded Family and Medical Leave, in order to assist with County Payroll Expenses addressing the ongoing COVID-19 public health emergency; the Court having reviewed the Agenda Item Briefing, herein finds that such expenditure is reasonable and necessary for the intended use.
2. Approval of Interdepartmental transfer.

RECOMMENDATIONS:

The CRF - Incurred Cost Committee recommends approval of the reclassification of leave expenses as required by the Families First Coronavirus Response Act. Expenditures will be charged to the Coronavirus Aid, Relief, and Economic Security (CARES) Relief Grant Fund available to address the COVID-19 public health emergency.

FAMILY FIRST CORONAVIRUS RESPONSE ACT

Schedule of expenses for providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.

Pay Period	Amount Paid
PP - 09	7,404.66
PP - 10	33,177.52
PP - 11	17,550.14
PP - 12	20,926.12
Total Paid-to-Date	\$ 79,058.43
FICA – 7.65%	6,047.96
Retirement – 12.73%	9,936.83
Total	\$ 95,043.22