

**CUYAHOGA COUNTY  
PERSONNEL REVIEW COMMISSION  
RESOLUTION NO. 2023-003**

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**A Resolution providing for paid emergency administrative leave for Personnel Review Commission (PRC) employees.**

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**WHEREAS**, Article IX of the Charter of Cuyahoga County creates a Personnel Review Commission consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations; and,

**WHEREAS**, Section 9.01 of the Charter provides the authority for the Personnel Review Commission to employ persons in the service of the County; and,

**WHEREAS**, the life, safety, and welfare of the residents of Cuyahoga County are in jeopardy due to the continued spread of the deadly infectious disease identified as the Coronavirus disease (COVID-19); and

**WHEREAS**, the PRC is committed to the health and well-being of its employees and their families; and

**WHEREAS**, it is in the best interests of the employees of the PRC that they be encouraged to remain at home and out of the workplace when they have an illness especially during this period of emergency; and

**WHEREAS**, the PRC Commissioners have determined that to keep PRC employees and their families safe and healthy any PRC employee who has tested positive for COVID-19 or who must quarantine due to exposure to someone who has tested positive for COVID-19 and whom the PRC Director has determined cannot work remotely while quarantined may receive up to eighty (80) hours of paid emergency administrative leave; and may receive up to eighty (80) hours of paid emergency administrative leave; and

**WHEREAS**, the eighty (80) hours of paid emergency administrative leave shall be effective January 1, 2023, and shall expire on April 30, 2023; and

**WHEREAS**, this Resolution shall apply to any and all employees currently employed by the PRC or any employee hired by the PRC after the effective date hereof; and

**WHEREAS**, all other provisions contained in the Personnel Review Commission Employee Handbook regarding call-off procedures, return-to-work procedures, and required documentation are still in effect and shall be complied with by any PRC employee under this Resolution; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by the PRC can continue and to provide for the usual, daily operation of the PRC.

**NOW, THEREFORE, IT IS RESOLVED** that the Cuyahoga County Personnel Review Commissioners (“Commissioners”) or their designee provide any PRC employee who has tested positive for COVID-19 or who must quarantine due to exposure to someone who has tested positive for COVID-19, and whom the PRC Director has determined cannot work remotely while quarantined, up to eighty (80) hours of paid emergency administrative leave. All employees currently employed by the PRC and any employee hired by the PRC after the effective date of this Resolution shall receive this paid emergency administrative leave benefit. This paid emergency administrative leave policy is effective as of January 1, 2023, and shall be in effect until April 30, 2023, at which time this paid emergency administrative leave shall expire. The Commissioners or their designee are authorized to adopt rules and regulations regarding the authorization of this paid administrative leave; such rules and regulations shall require the employee to provide proof of a positive COVID-19 test or need to quarantine. Paid emergency leave is not subject to pay out.

**It is further resolved** that the Commissioners authorize the temporary expansion of the use of paid sick leave as authorized in Section 11.03 of the Cuyahoga County Personnel Review Commission (PRC) Employee Handbook. Such authorization shall expire on April 30, 2023.

**Be it further resolved** that all provisions contained in the PRC Employee Handbook regarding call-off procedures, return-to-work procedures, and required documentation are still in effect and shall be complied with by any PRC employee granted leave under this Resolution.

**Be it further resolved** that it is necessary that this Resolution become immediately effective for the usual daily operation of the PRC; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least two (2) members of the PRC, it shall take effect and be in force immediately.

On a motion by Chairwoman Southerington, seconded by Commissioner Boseman, the foregoing resolution was duly approved.

AYES: Chairwoman Deborah Southerington, Commissioner F. Allen Boseman

NAYS:

ABSTENTION:

NOT PRESENT: Commissioner Thomas L. Colaluca

DATE: February 1, 2023