

EXECUTIVE ORDER 20-054

To: Sharon Reaves, Director, Department of Human Resources

From: Ilene Shapiro, County Executive

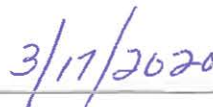
Distribution: Clerk, Council of the County of Summit  
Jeff Wilhite, President, Council of the County of Summit  
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Larry Moore, Director, Veteran Services Commission  
Joe Masich, Director, Board of Elections  
John Trunk, Superintendent, Summit County Developmental Disabilities  
Julie Barnes, Executive Director, Summit County Children Services  
Jerry Craig, Executive Director, Summit County ADM

Subject: Modification of section 169.22(e) of the Codified Ordinances of the County of Summit

Pursuant to the authority granted to me by County Council Resolution Number 2020-076, until June 1, 2020, I am hereby modifying Codified Ordinance Section 169.22(e) entitled "Personal Leave" to authorize appointing authorities, the ability to grant such leave without limit to employees who, as a result of school closings, are unable to find alternate arrangements for their children and must stay home with those children, in excess of the number of days normally authorized by that section or by any applicable collective bargaining agreement. Each appointing authority has discretion to grant such leave, taking into consideration operational needs and the needs of employees granting such request.



Ilene Shapiro  
County Executive



Date

EXECUTIVE ORDER 20-055

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Subject: Implementation of Essential/Non-Essential personnel categories and rules

Pursuant to County Council Resolution Number 2020-076, I am hereby notifying each Appointing Authority that they may designate employees in one of three categories: "Essential," "Essential-work from home," and "Non-Essential." This determination should be based on operational need. Each Appointing Authority may further, based on changing operational needs, re-designate an employee from one category to another at any time and without prior notice to employees. Employees who are designated "Essential-work from home" may be re-designated as "Essential" and shall be required to report to their normal work site immediately. Employees who are re-designated from "Non-Essential" to "Essential-work from home" shall be required to report to immediately to work and obtain the equipment necessary to work from home. Non-Essential employees who are re-designated as "Essential" shall be required to report to their normal work site immediately or as directed.

It should be noted that even with these designations implemented, the County buildings remain open for business and will continue to conduct all mandated functions in order to serve the Summit County Community and maintain the continuity of County services to the best of our ability under these exigent circumstances. Although access to members of the public may be limited, all County Buildings remain open.

Appointing Authorities are further authorized to immediately, upon designation of employee categories, place Non-Essential personnel on paid administrative leave until further notice and subject to 24-hour call-in. Employees who are taking personal leave due to childcare or elder care issues and who are designated Non-Essential personnel, will then be converted from personal leave to paid administrative leave until such time as they are recalled by their appointing authority.

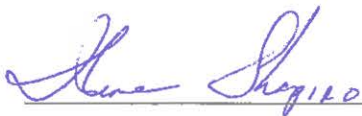
All employees designated as Non-Essential shall be placed on paid administrative leave. Their Kronos status shall be converted to pay-from-schedule and they shall receive their regular rate of pay. Additionally, their employee benefits shall continue unabated.

Employees who are on Family Medical Leave Act (FMLA) or sick leave due to a medical condition will not be converted to paid administrative leave based on determination that they are not capable of performing their ordinary duties and therefore not subject to recall either immediately or on 24-hour notice. Upon proof in the form of a certification from a treating physician, or as otherwise authorized under FMLA rules for employees on FMLA leave, that such an employee has been restored to the capacity to perform his/her regular work duties, such employee shall be designated by the Appointing Authority into one of the three categories and shall be treated in the same manner as other employees in that category.

Employees who are on vacation at the time of this designation shall remain on vacation for the approved time period. Upon return from vacation, such employees shall be designated by their Appointing Authority into one of the three categories and shall be treated in the same manner as other employees in that category. However, employees that have traveled out of the country on this vacation and are designated as Essential shall be required to remain at home for 14 calendar days. Such scheduled workdays shall be covered as paid administrative leave. Employees designated as Essential or Essential-work from home are subject to attendance and leave provisions of Chapter 169 of the Codified Ordinances or the applicable collective bargaining agreement.

Employees who have been designated as Essential-work from home shall be equipped with any equipment and access necessary in order to perform the essential functions of their job in a tele-commuting environment. Such employees shall receive, and shall be required to abide by, the Temporary Remote Work Program, as evidenced by their signature on an acceptance and acknowledgment of the policy. As noted in the policy, an employee's access to the County network will be monitored for audit purposes and to ensure compliance with County policies.

Employees whose category is re-designated by the Appointing Authority and who fail to report within the time guidelines set forth above shall be subject to discipline up to and including termination.



Ilene Shapiro  
County Executive



Date



**COUNTY OF SUMMIT  
EXECUTIVE ORDER 20-088**

TO: Sharon Reaves, Director, Human Resources Department

FROM: Ilene Shapiro, Executive

DATE: June 12, 2020

SUBJECT: Paid Parental Leave for Elliot Kolkovich

Elliot Kolkovich, of the Prosecutor's office has requested that he be able to delay the start of his Paid Parental Leave, to which he is entitled under section 169.22 of the Codified Ordinances of the County of Summit, as a result of the birth of a child.

Unfortunately, the child, who was born on April 6, 2020, was premature and was placed in the Neonatal Intensive Care Unit. Because of the advent of the COVID-19 Pandemic, both he and his wife were unable to spend more than a few minutes a day in the NICU with the child. The child was finally released on June 1, 2020 in the evening.

With this order I am granting Mr. Kolkovich a delayed start date to his paid parental leave. Said leave is authorized to be taken for 6 weeks starting June 2, 2020.

Attached to this order is a copy of Mr. Kolkovich's Paid Parental Leave Request form.

Date

6/12/2020

Ilene Shapiro, Executive



cc: Sherri Bevan Walsh  
Mackenzie Borders  
Chip Clupper  
Brian Nelsen

**COUNTY OF SUMMIT  
EXECUTIVE ORDER 20-095**

To: Sharon Reaves, Director, Department of Human Resources

From: Ilene Shapiro, County Executive

Distribution: Clerk, Council of the County of Summit  
Jeff Wilhite, President, Council of the County of Summit  
Steve Berry, Sheriff  
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Julie Barnes, Executive Director, Summit County Children Services  
Jerry Craig, Executive Director, Summit County ADM

Subject: Modification of section 169.15 of the Codified Ordinances of the County of Summit

Pursuant to the authority granted to me by County Council Resolution Number 2020-140, until December 30, 2020, I am hereby modifying Codified Ordinance Section 169.15 entitled "Continuation of Benefits" to authorize appointing authorities, the allow the continuation of benefits for employees after temporary layoff or reduction of hours due to the COVID-19 Coronavirus Pandemic. Each appointing authority has discretion to grant such continuation of benefits, taking into consideration their unique budgetary and operational needs.

The Executive's COVID-19 Healthcare Expansion Policy and Procedures attached to, and made part of this Executive Order as Exhibit "A", fully describes the scope of this Executive Order, and shall prevail over provisions in Section 169.15 and 169.05 to the contrary until December 30, 2020.

Date: \_\_\_\_\_

6/19/20

  
\_\_\_\_\_  
ILENE SHAPIRO  
EXECUTIVE

**COUNTY OF SUMMIT  
EXECUTIVE ORDER 20-117**

**To:** Sharon Reaves, Director, Department of Human Resources

**From:** Ilene Shapiro, County Executive

**Subject:** Modification of Section 169.22(c)

**Date:** July 29, 2020

**Distribution:** Clerk, Council of the County of Summit  
Jeff Wilhite, President, Council of the  
County of Summit Steve Barry, Sheriff  
Al Brubaker, Engineer  
Donna Carr, Administrative Judge, Ninth District Court of Appeals  
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John Trunk, Superintendent, Summit County Developmental  
Julie Barnes, Executive Director, Summit County Children Services  
Jerry Craig, Executive Director, Summit County ADM

Pursuant to the authority granted to me by County Council in Res. No. 2020-140, I hereby modify Codified Ordinance Section 169.22(e) entitled "Personal Leave" to authorize appointing authorities to convert sick leave to personal leave up to 14 days and granting such leave without the need for a physician's note when the employee is quarantining upon return from interstate travel. This order is issued in accordance with Governor DeWine's July 22, 2020 issuance of a travel advisory advocating for a 14 day quarantine upon return from interstate travel. Each appointing authority has discretion to grant such leave, taking into consideration operational needs and the needs of employees granting such request.

This order expires December 31, 2020

  
for Ilene Shapiro, County Executive