

FILED  
TERRI ROSS  
COUNTY CLERK

2020 MAR 23 AM 11:41

BY  UP SHUR COUNTY, TX.  
DEPUTY

**COVID-19 VIRUS**  
**TEMPORARY EMERGENCY PAID LEAVE**

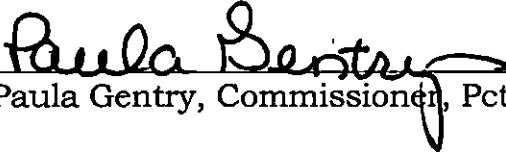
The following conditions or situations will prompt an emergency paid administrative leave, without use of sick or vacation time, unless otherwise written. This addendum to the Upshur County Employee Handbook will be in effect until further decision from Commissioner's Court.

- Those county employees that are age 60+ and/or have a chronic disease such as diabetes, heart disease, pulmonary disease, etc. or have a compromised immune system, pregnant, nursing, and/or a healthcare provider has directed you to request alternatives to your current work location, such employees shall be exempt from being at work. This is not mandatory but a voluntary decision based on the employee's needs.
- If the above conditions do not apply to the county employee then it is up to the elected official or department head to determine the validity of the reason for emergency paid administrative leave. This includes but not limited to having to stay home to care for young children due to school and daycare closings, a member of the employee's household is sick with COVID-19 related symptoms and the employee needs to provide care, the elected official or department head has directed the employee to stay home, the employee has received a confirmed exposure or diagnoses of COVID-19, or if the employee is feeling sick with any of the main COVID-19 symptoms. This will be determined by the elected official or department head on a case by case situation.
- Shall a county employee display symptoms of COVID-19 then they must seek medical attention and stay home for the number of days proscribed by the medical provider before returning to work.
- Shall any of the above conditions or situations exist, then the elected official or department head shall notify the Treasurer's office of those employees who will be taking emergency paid administrative leave.
- Regardless of all above, it is up to the elected official or department head to allow or direct county employees to work from home as applicable. Such time will be counted as hours worked and not emergency paid administrative leave.

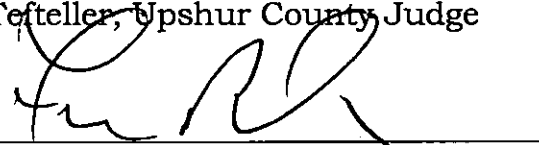
- This Emergency Paid Leave Policy effective March 23, 2020, shall remain in full force and effect pending termination by this Court.



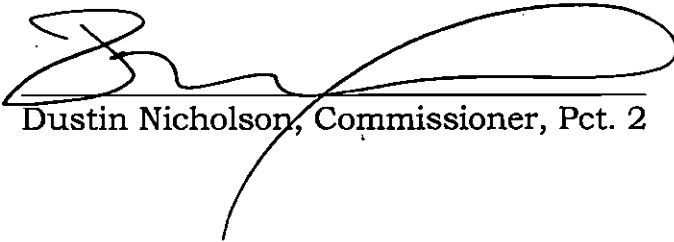
Todd Tefteller, Upshur County Judge



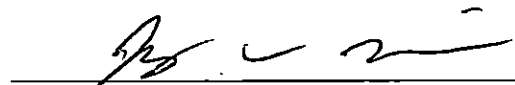
Paula Gentry, Commissioner, Pct. 1




Frank Berka, Commissioner Pct. 3



Dustin Nicholson, Commissioner, Pct. 2



Jay Miller, Commissioner, Pct. 4

FILED  
TERRI ROSS  
COUNTY CLERK  
2020 MAR 23 AM 11:41  
UPSHUR COUNTY, TX.  
BY   
DEPUTY