

COVID-19 LCJC Staff Update: 5-14-2020

- **All essential JDC, YTC, Assessment Center and Surveillance Staff:** Please consult with your Administrator and follow your department policy.
- If you are sick stay home and follow procedure as outlined in Policy 5-2 of the Lucas County Juvenile Court Employee Handbook. ([see linked policy](#))
- If you, your spouse or child(ren) are medically diagnosed with COVID-19 by a doctor and quarantined, provide documentation to Human Resources and it will be treated as an FMLA situation. You **MUST** contact Human Resources to get FMLA paperwork. You can use all of the time that you have available (sick, personal, vacation or comp).
- If you, your spouse or child(ren) are quarantined by an organization/health department, provide documentation to Human Resources and it will be treated as an FMLA situation. You **MUST** contact Human Resources to get FMLA paperwork. You can use all of the time that you have available (sick, personal, vacation or comp).
- If your school aged child(ren) is/are not allowed to attend school due to closure, this is considered a public health incident. Employees will be allowed to use sick time for this situation. Note: this does not cover regularly scheduled springs breaks/days off. (This is not considered to be an FMLA situation)
- Update your contact information (cell phone) with the Human Resources Department for emergency notification purposes. ([see linked form](#))
- All overnight and air travel for county business is suspended until further notice.
- All large group meetings and trainings will be canceled until June 1, 2020.
- **Stand back. Avoid handshakes and hugs. Stay at least 6 feet away from people.**
- **Don't be scared, be prepared.**

**Extended Temporary Operations
Plan in Response to COVID-19
For Lucas County Juvenile Court Employees
May 14, 2020 through May 31, 2020**

- Effective the date of this policy and for purposes of this policy moving forward, all Lucas County Juvenile Court Employees are considered “**Essential.**”
- “**Essential**” employees perform job duties that are absolutely necessary for services to be provided and/or that are needed for normal operations in support of the Court.
 - All **essential** employees will be expected to continue to perform assigned duties, whether that is from home, at their normal workplace, or in the field, whichever is practical for the work to be performed and as arranged with Administration.
 - Employees who are **essential** employees must remain reachable and available in the event that they are needed to physically report to work to perform regularly assigned job duties. Absent verifiable & extenuating circumstances as communicated in a timely manner to Administration, **essential** employees must perform work when directed.
 - **Essential** employees having a legitimate need for absence on all or a portion of one or more scheduled work days, whether working from home, at the physical location of the department, or in the field, will be charged appropriate leave (accrued or otherwise permitted). Our policies implementing the new federal leave options, both paid emergency sick leave and extended FMLA, will also be available to qualifying employees.
 - **Essential** employees will receive 100% of their normal pay and will also continue to accrue one **personal hour** per day worked each week, to a **maximum of five personal hours per week**. This personal time may not be used during our COVID-19 operations and would need to be used prior to the end of 2021.
 - Any work performed by an essential employee outside of their normally-scheduled work hours will still be considered overtime (**OT**) if it would otherwise qualify as OT under normal operating circumstances.
 - If any **essential** employee subsequently has a documented/verifiable COVID-19 diagnosis, or is required by either a physician or the local health department to isolate or quarantine for any reason, then that employee will be permitted to use the new federal leave options, both paid emergency sick leave and extended FMLA as applicable and based on their qualifications, until they are cleared by HR to return to work and the leave options will be applied.
- This Temporary Operations Plan is in effect through May 31, 2020 and the Lucas County Juvenile Court Administration will re-assess the situation, review directives & recommendations from the Governor and/or Ohio Department of Health, and the outcomes of this Plan during that period. The Plan may be extended and/or modified at the Court’s discretion. As the COVID19 health emergency continues to develop and change, this and other policies are subject to change as the fluid health situation requires.

**COURT OF COMMON PLEAS, LUCAS COUNTY, OHIO
JUVENILE DIVISION**

SECTION: **EMPLOYEE LEAVES**

POLICY NUMBER: **5-2**

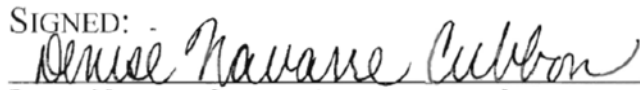
SUPERSEDES POLICY NUMBER L-2

EFFECTIVE DATE: JANUARY 13, 2003

REVISED: AUGUST 26, 2015
MAY 13, 2013
JANUARY 10, 2006

POLICY TITLE: **SICK LEAVE**

SIGNED: -



DENISE NAVARRE CUBBON, ADMINISTRATIVE JUDGE

POLICY:

Rules and regulations regarding sick leave accrual and utilization are established within the Ohio Revised Code and the Ohio Administrative Code. Sick leave is provided for the personal benefit of the employee and is not to be utilized for purposes other than those designated within this policy. Employees abusing sick time or utilizing sick time for purposes other than those designated within this policy may be subject to disciplinary action up to, and including, termination of employment with the Juvenile Court.

ACCRUAL

- All full-time employees are credited with 4.6 hours of sick leave after completing each eighty (80) hours of active pay status.
- Regularly scheduled part-time employees, seasonal, intermittent, and temporary employees accrue sick leave on a pro-rated basis.
- Sick leave hours shall accrue to the employee each pay period when the employee is in an active pay status. Active pay status is defined as hours actually worked, paid sick, vacation, administrative or compensatory leave, and authorized paid holidays.
- Sick leave will NOT accrue during an inactive pay status. Inactive pay status is defined as leave without pay, leave of absence, and disciplinary suspensions.
- Sick leave accrual is unlimited and accrues indefinitely while the employee is in an active pay status.

SICK LEAVE DEDUCTION

- An employee will have sick leave deducted from his/her total sick leave balance only for regularly scheduled working days.
- Sick leave deductions will not exceed the normal scheduled workday or forty (40) hours per week.
- When an employee is out on sick leave and the Court is closed for emergency purposes or weather purposes, the employee will have sick leave deducted from his/her total sick leave balance.

HOLIDAYS/CLOSINGS AND VACATION

- In the event an employee is utilizing sick leave and it extends over a legal holiday, the employee will not be charged sick time, but will be paid holiday pay.
- An employee on sick leave does not receive pro-rated credit for sick leave time in the event the Court closes due to weather or other situations. The employee will be charged with the appropriate leave submitted before the first date of the leave.

CARRYOVER/TRANSFER

- A new Court employee who was previously employed with any political subdivision of the State of Ohio, including prior service with Juvenile Court, will be credited with prior accumulated and unused sick leave provided the current employment, or re-employment, takes place within ten (10) years of the date the employee last terminated public service.
- It is the responsibility of the individual employee to contact the prior employer(s) and request written notification to Human Resources regarding prior accumulated sick leave balances.

PAYOUT

- Upon retirement, employees with ten (10) or more years of qualifying service will be paid for 25% of the value of their accrued, but unused, sick leave balance at the date of retirement.
- The maximum amount of sick leave to be paid upon retirement is thirty (30) days or 240 hours.
- The payment amount will be based upon the employee's rate of pay on the date of retirement.

APPROVED USE OF SICK LEAVE

In accordance with the Ohio Revised Code and the Ohio Administrative Code, sick leave can be granted to employees for the following reasons:

- Illness or injury of the employee.
- When, through exposure to a contagious disease, either the health of the employee would be jeopardized, or the employee's presence in the workplace, would jeopardize the health of others.
- Examination of the employee, including medical, dental, optical, or psychological appointment by an appropriate licensed practitioner.
- Illness or injury of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
- Examination, including medical, dental, optical, or psychological examination, of a member of the employee's immediate family by an appropriate licensed practitioner where the employee's presence is reasonably necessary.
- Appointments, examinations, or treatments shall be scheduled for non-working hours whenever possible. Sick leave will only be granted for the reasonable amount of time needed to attend to the appointment, examination, or treatment.
- Bereavement/death of a member of the employee's immediate family.
- Pregnancy, pre-natal, and/or childbirth and related conditions.

Juvenile Court reserves the right to prohibit employees from reporting for work in a potentially contagious state and may send an employee home deducting time from sick leave.

The employee's immediate supervisor, Department Head, or the Court Administrator may deny an employee's request for sick leave.

IMMEDIATE FAMILY (AS DEFINED BY THE OHIO ADMINISTRATIVE CODE)

Immediate family for purposes of this policy shall include:

- spouse
- parents
- children
- grandparents
- siblings
- grandchildren
- brother-in-law
- sister-in-law
- daughter-in-law
- son-in-law
- step-parents
- step-children
- step-siblings
- legal guardian
- mother-in-law
- father-in-law

- (*in loco parentis*) other person who stands in the place of a parent of the employee

EXTENDED SICK LEAVE

In the event the illness or injury requires the employee to be off work for more than three (3) calendar days, please refer to Juvenile Court Policy 5-4, Family and Medical Leave, for relevant information regarding physician certification and employee rights/responsibilities.

SICK LEAVE – SPECIAL SITUATIONS

When sick leave is requested to care for an immediate family member, as defined within this policy, and the request exceeds three (3) consecutive work days, the employee is required to present a written Physician's Certificate stating the following information:

- Specific assistance to be provided by the employee to the immediate family member.
- The date the condition commenced, its probable duration, and expected date of termination of care by the employee.

In the event this care is for a spouse, parent, or dependent child and exceeds three (3) calendar days, please refer to Juvenile Court Policy 5-4, Family and Medical Leave, for relevant information regarding physician certification and employee rights/and responsibilities.

BEREAVEMENT/DEATH

An employee may use a reasonably necessary period, not to exceed to three (3) days, of sick leave to make arrangements for and attend the funeral or services for the death of an immediate family member residing within a 150-mile radius of the employee's residence. A maximum of five (5) days of sick leave may be granted to make arrangements for and attend the funeral or services for the death of an immediate family member when the funeral is more than 150 miles from the employee's residence.

Employees will be required to submit a death notice, obituary notice, or signature from a funeral director in conjunction with the **Leave Request** form submitted to their supervisor. At the sole discretion of the Court Administrator, or his/her designee, additional sick leave may be used for bereavement purposes. At the sole discretion of the Court Administrator, or his/her designee, other leave may be granted to an employee in the death of other individuals not included in the

definition of immediate family.

ABUSE OF SICK LEAVE

Section 124.38 of the Ohio Revised Code reads:

The appointing authority of each employing unit shall require an employee to furnish a satisfactory written, signed statement to justify the use of sick leave. If medical attention is required, a certificate stating the nature of the illness from a licensed physician shall be required to justify the use of sick leave. Falsification of either a written, signed statement or physician's certificate shall be grounds for disciplinary action including dismissal.

Whenever an employee has established a pattern of using sick leave on a continuing basis including, but not limited to, on consistent days, in conjunction with scheduled vacation, legal holidays, compensatory leave, or other paid leave, the appointing authority may:

- Require the employee to present a physician's statement for each subsequent time sick leave is requested until further notice.
- Require the employee to take an examination with a medical provider of the Court's choice to determine the employee's ability to perform his/her essential job functions.

Any abuse or falsification in the employee's use of sick leave, including submission of a Leave Request form for sick leave with false information, may result in disciplinary action up to, and including, termination of employment from the Juvenile Court. Falsification of either the employee's written, signed statement or a Physician's Certificate or other statement shall be grounds for disciplinary action up to and including dismissal.

Sick leave may not be used in lieu of giving notice of separation or extending the tenure of employment unless the employee is in the process of disability separation.

Sick Leave and Secondary Employment

All full-time Juvenile Court employees are prohibited from engaging in secondary employment while they are on FMLA leave or sick leave. Full time employees who are approved for secondary employment may, however, engage in said work while utilizing vacation time or while on an approved unpaid leave of absence (not

due to medical reasons).

PROCEDURE:

All Juvenile Court, Youth Treatment Center, and Juvenile Detention Center employees are required to contact the appropriate office according to this policy **prior to** the start of their normally scheduled work hours, whenever they are unable to report to work and are requesting sick leave. Employees are required to provide an expected return to work date. Unless otherwise approved in the initial request, it is the responsibility of the employee to contact the appropriate office **each** day he/she is to be on sick leave. Voice mail is provided during all other hours. The employee retains responsibility for contacting the appropriate office even on weekends and during hours when the Court is closed in accordance with this policy.

Upon return from sick leave, it is the responsibility of the employee to submit a written request for sick leave utilizing the appropriate Juvenile Court Leave Request form and, when required, attach substantiating physician documentation to the Leave Request form upon submission for leave approval. Approval of a request for sick leave will not be completed until after submission of the appropriate leave form and documentation.

Appropriate medical documentation shall be in the form of a physician's statement indicating proof of the employee's inability to work. The physician's statement must include the following information:

- The date the condition commenced, its probable duration, and expected date of return to work by the employee.
- The release date of the employee to return to normal duties.

Failure to complete and submit the required sick leave documentation in a timely manner will result in the employee being charged with leave without pay.

The individual employee's supervisor and/or Department Head has the authority to either approve or deny the request for leave. Juvenile Court reserves the right to require a Physician's Certificate or statement, or other satisfactory written evidence for **any** use of sick leave. A Physician's Certificate or statement to return to work after using sick leave may be required.

Any questions regarding the content of this policy can be directed to the Human Resources and Employee Benefits Coordinator.

SICK LEAVE REQUEST CALL-IN CONTACTS

FISCAL DEPARTMENT

- Contact 419-213-6707 at least ½ hour prior to start of normally scheduled work hours.

CASE FLOW SERVICES

- Contact 419-213-6744 at least ½ hour prior to start of normally scheduled work hours.

PROBATION DEPARTMENT

- Must speak directly to a supervisor at least ½ hour prior to start of normally scheduled work hours. Voice mail is not acceptable.

LEGAL DEPARTMENT

- Magistrates – Contact 419-213-6700 at least ½ hour prior to start of normally scheduled work hours.
- Mediation – Contact 419-213-6700 at least ½ hour prior to start of normally scheduled work hours.
- CASA/CRB – Contact 419-213-6700 at least ½ hour prior to start of normally scheduled work hours.

INFORMATION SYSTEMS

- Contact 419-213-6774 at least ½ hour prior to start of normally scheduled work hours.

JUVENILE DETENTION CENTER EMPLOYEES

- Detention Center employees should report sick leave absence directly to their Department at least two (2) hours prior to their scheduled shift. If the employee is capable, notice should be given as far in advance as possible to provide adequate time to obtain shift coverage for the Center.
- Contact Detention Center supervision at 419-213-6723. The employee must speak directly to a supervisor.

YOUTH TREATMENT CENTER EMPLOYEES

- Youth Treatment Center employees should report sick leave absence to the Control Booth Operator at least two (2) hours prior to their scheduled shift. If the employee is capable, notice should be given as far in advance as possible to provide adequate time to obtain shift coverage for the Center.
- Contact the Treatment Center at 419-213-6161.

COMMUNITY DETENTION

- Contact 419-213-6700 at least ½ hour prior to start of normally scheduled work hours.

ADMINISTRATION

- Contact 419-213-6700 at least ½ hour prior to start of normally scheduled work hours.

JUDGES' OFFICES

- Contact 419-213-6700 at least ½ hour prior to start of normally scheduled work hours.

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Emergency Medical And Contact Information

Employee Name: _____ Dept: _____

Home Address: _____ City: _____

Home Phone: _____ Zip Code: _____

Emergency Contacts

Primary Contact: _____ Home Phone: _____

Alt Phone: _____

Secondary Contact: _____ Home Phone: _____

Alt Phone: _____

Emergency Medical Information

Current Medications Taken Daily: _____

Life Threatening Allergies: _____

Other Medical Conditions: _____

Hospital Preference: _____ Phone Number: _____

Physician: _____ Phone Number: _____

Please note that any time your medical condition and/or daily medications change, please complete a new form.
This information will only be provided to appropriate emergency medical staff or on a need to know basis.

Employee Signature _____ Date: _____