**M E M O R A N D U M**

**Date:** March 26, 2020

**TO:** PRPC Board of Directors

**FROM:** Trent Taylor, Finance Director

**Through:** Kyle Ingham, Executive Director

**Subject:** PRPC Personnel Policies Amendment

**BACKGROUND**

The PRPC Personnel Policies are an important guide for not only our employees but our business functions and the funding agencies. In light of the changing world we have as a result of COVID-19, we need to add a policy for **Unexpected or Extraordinary Circumstances.** This should put us in compliance with 2 C.F.R. § 200.302, 2 C.F.R. § 200.333, and 2 C.F.R. § 431(b)(1))

At the 3/20/20 board meeting, the PRPC Board of Directors granted emergency authorization to the Executive Director to take action on the Board’s behalf with consultation with the Executive Committee. This item falls under the COVID-19 response in order to keep the continuity of services at the PRPC as strong as possible.

Staff is recommending that we add section 9.17 to our personnel policies. Below is the proposed policy:

9.17 **Unusual and Extraordinary Circumstances**

9.17.01:  In the event of natural disaster, terrorist attack, pandemic, martial law, government advised shelter-in-place order, or other society disrupting event; emergency leave with pay may be granted to regular employees by the Executive Director for a part or entirety of the event of (1) an illness, injury, or death in an employee’s family; (2) an illness, injury, or quarantine of an employee; or (3) a directive of local, state, and or federal shelter-in-place (or similar) prevents an employee’s ability work inclusive of work-from-home scenarios.

9.17.02  COVID-19 RESPONSE:  PRPC shall comply with all federal, state and local laws and regulations addressing the COVID-19 pandemic, including but not limited to the Families First Coronavirus Response Act  and the Coronavirus Aid, Relief and Economic Security Act in effect and applicable at the time of an employee-related action regulated by those laws.

In order to track compliance and reporting of the FFCRA the finance and human resource department will formally create pay codes specifically for the funds paid under the act and associated accounting procedures in the PRPC Accounting Policies. We acknowledge using these pay codes may exceed budgets for salaries and benefits under some of the funding streams.

**RECOMMENDATION**

Staff recommends that the Executive Director, on behalf of the PRPC Board of Directors, approve the updates to the PRPC Personnel Policy to reflect new language that updates PRPC’s Personnel Policies and associated Accounting Policies into alignment with the changing environment.