



ADMINISTRATIVE POLICY 316 – PAID QUARANTINE LEAVE

RESPONSIBLE DEPARTMENT/ DIVISION	Human Resources		
EFFECTIVE DATE	09/01/2021	LAST UPDATED	
RELATED POLICIES AND PROCEDURE(S)	<u>Policy 210, Wage and Hour Administration</u> <u>Temporary Policy 307, Mitigations Measures</u> <u>Policy 322, Family and Medical Leave Act</u> <u>COVID-19 Exposure Procedure – FD Addendum A1</u> <u>COVID-19 Exposure Procedure – FD Addendum A2</u> <u>COVID-19 Exposure Procedure – PD Addendum B</u>		

SECTION 316-10. PURPOSE AND SCOPE

Pursuant to Texas Local Government Code Section 180.008, the City of Killeen hereby adopts this paid quarantine leave policy for fire fighters, peace officers, and detention officers who are employed or appointed by the City and ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty.

SECTION 316-20. DEFINITIONS

Communicable Disease. An illness that occurs through the transmission of an infectious agent or its toxic products from a reservoir to a susceptible host, either directly, as from an infected person or animal, or indirectly through an intermediate plant or animal host, a vector, or the inanimate environment.

County Health Authority. A physician appointed by the County to administer state and local laws relating to public health within the County’s jurisdiction, to include within the City.

Detention Officer. An individual appointed or employed by the City and whose job responsibilities include the care and custody of individuals incarcerated in the municipal jail.

Fire Fighter. A paid employee of the City’s fire department who: (a) holds a position that requires substantial knowledge of firefighting; (b) has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Government



Code; and (c) performs at least one of the following functions: (i) fire suppression; (ii) fire prevention; (iii) fire training; (iv) fire safety education; (v) fire maintenance; (vi) fire communications; (vii) fire medical emergency technology; (viii) fire photography; (ix) fire administration; or (x) fire arson investigation.

Peace Officer. Police Officers and City Marshals licensed by the Texas Commission on Law Enforcement and employed or appointed by the City.

SECTION 316-30. POLICY

This policy is effective September 1, 2021, upon the authorization of the City Manager. This policy will remain in effect until rescinded or revised by the City Manager. If in practice this policy is found to conflict with State or Federal law, the applicable law or laws will preempt this policy.

(a) QUARANTINE LEAVE

1. A City fire fighter, peace officer, or detention officer who is ordered to quarantine or isolate by the person's supervisor or the County's health authority due to a possible or known exposure to a communicable disease while on duty is entitled to receive paid quarantine leave for the duration of the leave (TLGC 180.008(b)). Hours designated as paid quarantine leave shall not count as hours worked for the purposes of overtime calculation.
2. A City fire fighter, peace officer or detention officer on paid quarantine leave shall receive:
 - (A) All employment benefits and compensation, including leave accrual, pension benefits and health benefit plan benefits for the duration of the leave;
 - (B) If applicable, reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation.

(b) NO REDUCTION IN COMPENSATION AND BENEFITS

The City will not reduce a fire fighter's, peace officer's, or detention officer's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance in connection with paid quarantine leave taken in accordance with this policy.

SECTION 316-40. DOCUMENT APPROVAL

The policies in this document have been reviewed and approved by the responsible Department/Division Head or designee and the City Manager.



Any revisions, including added or deleted sections and language modifications, that are made to this document must be approved by both the City Manager and the responsible Department/Division Head or designee. Signatures from both parties are required every time there are changes or revisions to this policy.

X Kent Cagle
Digitally signed by Kent Cagle
Date: 2021.09.01 15:40:48 -05'00'

Kent Cagle
City Manager

X Eva Bark
Digitally signed by Eva Bark
Date: 2021.08.31 17:18:35 -05'00'

Eva Bark
Executive Director of Human Resources

Due to frequent changes in work environments and conditions, responsible departments shall attempt to review all policies and procedures annually for any necessary revisions or additions.