

CITY OF FRISCO PERSONNEL POLICIES
SECTION: LEAVE

Subject: PAID QUARANTINE LEAVE POLICY

Effective Date: 04/05/2022

Approved By: Ord 2021-04-13

Revision Date:

Revision Approved by:

I. **STATEMENT OF PURPOSE:**

The purpose of this policy is to provide guidance in accordance with Section 180.008 of the Texas Local Government Code regarding paid quarantine leave for Firefighters, Peace Officers, Detention Officers and Emergency Medical Technicians (“Employees”). The quarantine leave will be used to quarantine or isolate Firefighters, Peace Officers, Detention Officers, and Emergency Medical Technicians due to a possible or known exposure to a communicable disease while on duty.

II. **ELIGIBILITY:**

This policy applies to all Firefighters, Peace Officers, Detention Officers, and Emergency Medical Technicians employed by the City of Frisco.

III. **DEFINITIONS:**

“Communicable disease” means a contagious/infectious illness for which the Centers for Disease Control and Prevention (“CDC&P”) and/or Texas Department of State Health Services (“TDSHS”) has issued an active guideline recommending quarantine for infected or exposed persons.

“Detention officer” means an individual appointed or employed by the City as a jailer or other individual responsible for the care and custody of individuals incarcerated in the municipal jail.

“Emergency medical technician” means an individual who is:

(A) certified as an emergency medical technician under Chapter 773, Health and Safety Code; and

(B) employed by a political subdivision.

The term shall include paramedics employed by the City.

“Firefighter” means a paid employee of the Fire Department who:

(A) holds a position that requires substantial knowledge of fire fighting;

(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.

"Health authority" means a physician appointed by the City to administer state and local laws relating to public health within the City's jurisdiction.

"Peace officer" means an individual described by Article 2.12, Code of Criminal Procedure, who is elected for, employed by, or appointed by the City and is licensed by the Texas Commission on Law Enforcement.

IV. **USAGE**

The use of quarantine leave must be granted after a Firefighter, Peace Officer, Detention Officer, and Emergency Medical Technician has had a possible or known exposure to a communicable disease while on duty for which the health authority or authority designated by the City Manager has ordered quarantine or isolation, provided the employee cannot telework.

The City's health authority or authority designated by the City Manager will determine when a threat of a communicable disease is immediately present and may release orders for applicable workers to follow general quarantine protocols. When this occurs, department supervisors will allow for the use of quarantine leave based on the protocols of the health authority or authority designated by the City Manager for appropriately dealing with the disease and/or its prevention of community spread. Employees will be released from quarantine leave based on guidance from the local health authority or authority designated by the City Manager.

When applicable, employees who must be quarantined may be eligible for reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation. Employees must receive appropriate approval prior to incurring quarantine expenses. Employees will be expected to provide detailed receipts for reimbursement in accordance with requirements of their department and the City's Finance department.

V. **IMPACT ON BENEFITS AND OTHER LEAVE**

Applicable employees on paid quarantine leave will continue to be eligible for all employment benefits and compensation, including continuing their leave accrual, pension benefits and eligibility for health benefit plan benefits for the duration of the leave. While on quarantine leave, the City will not reduce a Firefighter's, Peace Officer's, Detention Officer's, or Emergency Medical Technician's sick leave balance, vacation leave balance, holiday leave balance or other paid leave balances in connection with paid quarantine leave taken in accordance with this policy.

If an employee is on paid quarantine leave due to an exposure and later tests positive, the employee will be required to file all workers' compensation notifications, and leave time, medical claims, and workers' compensation-related items, will transition in accordance with the City's Workers' Compensation policy. Human Resources will ensure any and all ADA and FMLA is applied when necessary.

VI. **OTHER EMPLOYMENT DURING LEAVE PROHIBITED:**

Under no circumstances may an employee on paid quarantine leave, paid mental health leave, FMLA leave, sick leave, disability leave, or workers' compensation leave engage in outside employment during the period of leave unless expressly authorized in writing in advance by the Department Director and Human Resources Director.

VII. **DISCLAIMER**

Communicable disease outbreaks are fluid in nature. The definition of quarantine and the procedures related to the implementation of quarantine are subject to modification as necessary without a formal amendment to this policy. The City will consult the guidelines issued by the CDC&P, TDSHS, and/or other agency identified by the City, as deemed appropriate in the City's discretion.