

DEPARTMENT OF PERSONNEL AND ADMINISTRATION

State Personnel Board and State Personnel Director

STATE PERSONNEL BOARD RULES AND PERSONNEL DIRECTOR'S ADMINISTRATIVE PROCEDURES

EMERGENCY RULES

4 CCR 801-1

Preamble

Unless otherwise noted in a specific provision, the entire body of State Personnel Board Rules were repealed and new permanent rules were adopted by the State Personnel Board on April 19, 2005, pursuant to a Statement of Basis and Purpose dated April 19, 2005. The entire body of the State Personnel Director's Administrative Procedures were repealed and new permanent procedures were adopted by the State Personnel Director on May 5, 2005, pursuant to a Statement of Basis and Purpose dated May 5, 2005. Such rules and procedures were effective July 1, 2005.

This version reflects an emergency rulemaking by the State Personnel Director as follows: 3-49, D.4.; 5-39; 5-40; 5-41. These emergency administrative procedures are effective March 13, 2020 and are in effect for 120 days.

Chapter 3 – Compensation

Other Premium Pay

3-49. Discretionary Pay Differentials.

D. Temporary pay differential

4. During the declared COVID-19 emergency, when it is necessary to assign employees to undesirable working conditions, and maintaining appropriate staffing levels is critical to the mission and operations of the organization.

Chapter 5 – Time Off

Disaster Emergency

- 5.39. Temporary employees, paid directly by the state and not through a third party vendor, who are absent from work due to COVID-19-like symptoms or because they are quarantined because of COVID-19, may receive paid administrative leave at the approval of the appointing authority. The paid leave ends when the temporary employee receives a negative COVID-19 test result or is otherwise deemed safe to return to work. If the employee tests positive for COVID-19 they will remain on administrative leave until they are able to return to work.
- 5.40. Employees, including temporary employees paid directly by the state and not through a third party vendor, who are absent from work due to COVID-19-like symptoms for three or more consecutive days shall complete the *Employee Self-Certification Form* in lieu of a medical certificate form.

5-41. In the event that daycares, schools or other care services are closed for preventative measures related to COVID-19, impacted employees must first work with their supervisor to determine if working from home or a schedule adjustment will allow them to continue working. If these measures do not allow for the employee to continue to work, then employees may use any accrued leave to care for their family members, including domestic partners, in-laws and step relatives. Special consideration will be given to any other person whose association with the employee is similar to that of a family member.