

**ADOPT RESOLUTION DELEGATING THE HUMAN RESOURCES DIRECTOR AND  
AUDITOR TO DEVELOP AND IMPLEMENT PROCESSES TO TRANSACT  
PERSONNEL RELATED IMPACTS FROM THE DIXIE FIRE EMERGENCY  
DECLARATION  
EFFECTIVE SEPTEMBER 14, 2021 THROUGH DECEMBER 30, 2021**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution the County Classification Plan covering all positions in the County service; and

**WHEREAS**, it is necessary to amend personnel policies related to the Emergency Declaration Resolution No. 21-8605; and

**WHEREAS**, the Human Resources Director and Auditor are now requesting approval of this Resolution to provide Plumas County employees who were affected by the Dixie Fire with loss of residences and mandatory evaluation orders temporary leave assistance; and

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

**1. Dixie Fire Donation of Leave:**

Currently Plumas County has Rule 20.02 - Catastrophic Leave Transfers for eligible employees who are on a paid disability leave. This Resolution would implement the same benefits for those who are on mandatory fire evacuation or have lost their residence due to the Dixie Fire and are unable to come to work at this time. Employees affected would request donations through their department head who in turn would contact Human Resources to email out the notifications. Employees could donate their vacation or other compensation time, other than sick leave, to these pooled funds. The donations are only used as needed.

**2. Dixie Fire Recovery Leave and Pay:**

To assist employees who lost their place of residence due to the Dixie Fire, the County will credit these employees with eighty hours (80) of Vacation leave to their current leave bucket to be used at the employees' discretion. Employees will need time to work with insurance agents, FEMA, Cal OES and others for loss of property. There is also the issue of new housing and places to live while in recovery.

**3. Dixie Fire Vacation Buy Back:**

Employees who have lost their residence due to the Dixie Fire will have the option to buy back up to a total of eighty hours (80) of vacation leave. The vacation buyback will be requested in two separate pay periods. The deadline to request this buyback is December 1, 2021.

A balance of 40 hours after vacation time is bought back needs to be on the leave balance to be eligible.

4. **Dixie Fire Employee Situation Coding Matrix 9/14/2021 – 12/31/2021:**

This Matrix is Dixie Fire coding required for processing expenditures related to the Dixie Fire.

5. **Appointed Department Heads:**


As of September 7, 2021 through December 30, 2021, appointed department heads will earn overtime (OT) at straight time for work directly related to the Dixie Fire. All "MGMT Disaster OT" will be tracked and paid as straight OT time. This hazard pay is good up to sixty hours (60) of straight OT. Straight time is counted as one (1) hour for one (1) hour.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 14<sup>th</sup> day of September, 2021 by the following vote:


AYES: Supervisor(s) Goss, Hagwood, Thrall, Ceresola, and Engel

NOES: **None**

ABSENT: **None**

  
Chairperson, Board of Supervisors

ATTEST:

  
Clerk of the Board

9.14.2021