



Quarantine Leave Policy (Police, Fire, City Marshals)

The City of Fort Worth has established this policy, effective 09/01/21, in compliance with the Texas Government Code 180.008, to provide for and maintain employment benefits for certain employees who are ordered to quarantine or isolate due to a possible or known exposure to a communicable disease¹ while on duty.

Section 2. Applicability.

This policy applies to the following employees of the City of Fort Worth:

- A. Certified Emergency Medical Technicians²;
- B. Fire Fighters³;
- C. Peace Officers⁴; and
- D. Detention Officers⁵.

Section 3. Conditions.

The paid leave and benefits provided by this policy are only available to an employee⁶ who is ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty by his or her supervisor⁷ or the City of Fort Worth's Health Authority⁸. An employee may be required to provide proof of an order to

¹ "Communicable Disease" is defined by Texas Health & Safety Code Section 81.003(1) as 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. *This includes diseases other than COVID-19, including the flu, common cold, tuberculosis and others. See the Department of State Health Services website for a current list of recognized "communicable diseases."

² "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.

³ "Fire fighter" means a paid employee of a municipal fire department or emergency services district 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 a function listed in Section 143.003(4)(A).

⁴ "Peace officer" means an individual described by Article 2.12, Code of Criminal Procedure, who is elected for, employed by, or appointed by a political subdivision.

⁵ "Detention officer" means an individual appointed or employed by a political subdivision as a county jailer or other individual responsible for the care and custody of individuals incarcerated in a county or municipal jail.

⁶ From this point forward, "employee" means an employee this Policy is applicable to pursuant to Section 2 of this Policy.

⁷ "Supervisor," for purposes of this policy, means the Department Director or the Department Director Designee.

⁸ "Health authority" means a physician appointed under the provisions of Chapter 121 of the Texas Health

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quarantine and may be denied paid leave or benefits if the employee fails to provide proof within a reasonable time.

Section 4. Benefits.

If an employee is ordered to quarantine under the conditions in Section 3 above, the employee is entitled to receive all employment benefits and compensation for the duration of the leave, including paid leave accrual, pension benefits, and health benefit plan benefits that the employee would customarily be provided on paid leave.

Section 5. Reimbursement for Expenses.

An employee who is ordered to isolate by the Department Director or Department Director Designee⁹, or Health Authority, due to a possible or known exposure to a communicable disease while on duty shall be placed on paid quarantine leave. An employee who is placed on leave under this section shall be entitled to reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation costs, which will be processed in the same manner as the applicable provisions of the Travel Policy Administrative Regulation. Expenses not contemplated under the travel policy shall be submitted to the departmental Medical Records Coordinator in order to be reviewed by the Human Resources/Workers Compensation department. An employee may be required to provide receipts or proof of payment with the request and reserves and may be denied reimbursement that the City of Fort Worth deems unreasonable or unrelated to quarantine.

Section 6. Effect on Paid Leave Balances.

The City of Fort Worth will not reduce an eligible employee's sick leave, vacation leave, holiday, or other paid leave balance for quarantine under this policy when all conditions have been met. Paid Administrative Leave will be used instead.

and Safety Code to administer state and local laws relating to public health within the City of Fort Worth's jurisdiction.

⁹ "Department Director Designee" means a City employee directly reporting to the Department Director; however, the Designee must be at least a management-level employee or above.