Memorandum

TO: City Commission
FROM: Andrea Arnold, City Manager
DATE: March 16, 2020
RE: Temporary Pandemic Leave Policy

The purpose of this memorandum is to request authority to implement a Temporary Pandemic Leave Policy. The attached policy, which has been reviewed by the City’s labor attorney, addresses a number of plausible scenarios in the current pandemic.

The goal of the policy is to protect the health and well-being of City employees while also ensuring the City’s ability to provide essential services.

Assuming that there are no changes to city operations, the policy allows full-time employees who become ill or need to care for a family member that is ill to use available leave benefits and to use unearned leave, if needed. The policy allows part-time employees, who do not normally earn leave benefits, to receive paid leave equal to what they would be earning during their regularly scheduled work period. Documentation will be required from medical personnel.

Any employees that are permitted to perform their work remotely will be expected to work their regularly scheduled work hours and the benefits described above will also apply to these full-time and part-time employees.

While our goal is for employees who can safely work to do so, whether onsite or remotely, there may be the need to suspend some city services. For example, with the school closure, the school crossing guards are not able to work. Full-time employees who are not able to work due to a temporary closure will receive paid administrative leave based on their regularly scheduled work hours during the closure. Part-time employees in this same
scenario will also receive paid administrative leave based on their regularly scheduled work hours.

It is recommended that you approve the proposed policy. If changes are needed once it is implemented, amendments will be brought to you for approval. Considering that the City’s after school program, active living programs and school crossing guard services are suspended and most of the impacted employees are part-time without the option to work remotely, it is important to take action on this recommendation immediately.