



Employee Policies – COVID-19

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In response to the COVID-19 pandemic, the City has adjusted its employee policies to remain flexible and responsive to the essential nature of government work while ensuring a safe work environment for its employees. City staff has implemented the following employee policy changes:

Full-time Regular Employees

- Employees classified as “non-essential” that are scheduled and available to work, but have no work available will be paid for their regular scheduled hours.
- Employees who are 65+ that are not sick, but chose to stay home, were temporarily authorized to utilize sick leave. (City Rules and Regulations 2.09 – *Sick Leave with Pay*)
- The usual caps for vacation accrual have been temporarily suspended until three (3) months after the emergency is declared over by the City Council.
- If an employee is utilizing sick leave to care for a family member, during quarantine, or for themselves due to COVID-19 and no longer has sick leave available, the employee will be able to run a negative leave balance up to -80 hours.

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Temporary Employees

- Non-essential temporary employees were paid for their scheduled work hours through March 27, 2020.
- Unemployment insurance is an option for temporary employees no longer being paid.
- Temporary employees may be called back to work in the future.

HR 6201 (4/1/20 – 12/31/20)

City Rules and Regulations 2.09 – *Sick Leave with Pay* was modified to incorporate the federal Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act:

- **Emergency Paid Sick Leave (EPSL)**
 - Paid time for qualifying leave related to COVID-19 (Up to 80 hours)
- **Emergency Family and Medical Leave Expansion Act (EFLMA)**
 - Up to 12 workweeks of leave if the employee is unable to work or telework because they must care for a child due to a school or childcare closure due to a public health emergency (2 weeks unpaid, 10 weeks paid at 2/3 regular rate of pay).

There is no mechanism for the City to be reimbursed at this time – Legislation is pending.

Status Update



- City Hall – Open 9:00am – 2:00pm, M-F
- SASA – Open 9:00am – 2:00pm, M-F
- General (Non-Safety) employees are working
- City Hall Greeter – Customer direction/traffic flow
- Employee self-screening
- Non-Safety employees are wearing cloth facial coverings (unless safety hazard)
- Some departments are re-employing temporary employees
- Less Incident Stand-by Time
- Employees utilizing federal leave options

Recommendation

- Adopt a Resolution approving the amended employee policies due to the COVID-19 pandemic.

