

TEMPORARY POLICY AND ADMINISTRATIVE
EMPLOYMENT AND WORKPLACE CONSIDERATIONS
RELATED TO THE CORONAVIRUS (COVID-19)

Recommendations for Common Council consideration relating to providing guidance and greater flexibility for the use of paid leave and other employment matters to ensure the continuity of operations and to help prevent the spread of illnesses in our community.

1. Establishment of Restrictions on Travel by City Employees

Current Restriction: Employees have already been prohibited all travel out of state and attend work-related event with an estimated attendance of 50 or more persons.

Recommendation:

Work-Related Travel: Establish temporary policy of prohibiting all official City travel out of state and prohibiting any employee from attending a work-related event in state with an estimated attendance of 10 or more persons.

Personal Travel: Establish temporary policy, per CDC guidelines and DHS recommendation, that employees will be required to self-isolation at home for 14 days and monitor for symptoms of COVID-19 (including fever and cough) when they return from a country with a Level 3 Travel Health Notice, a cruise, or from a state or geographic area with sustained community transmission (SCT).

Further establish that the self-isolation requirement is applicable to any employee who returns from a location that is designated as an SCT, regardless of whether the location was designated at the time of arrival at the location.

2. Expand Events Qualifying for Paid Sick Leave Benefits for Certain Employees

Recommendation:

Establish temporary policy allowing use of paid sick leave benefits to any non-represented, benefitted employee who is unable to work or telework because:

- the employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- the employee has been advised by a health care provider to self-quarantine because of COVID-19;
- the employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- the employee is caring for an individual subject or advised to quarantine or isolate;
- the employee is caring for his or her own child(ren) whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions.

3. Suspend Use Restriction related to Extended Sick Leave Bank

Recommendation: Temporarily suspend the provision restricting the use of time in the Extended Sick Leave Bank to FMLA-eligible events for non-represented, benefitted employee under the Total Benefit Package when all leave in an employee's time off bank is exhausted.

4. Increase Amount of Negative Balance in Time Off Bank

Recommendation: Temporarily increase from 40 hours to 80 hours the maximum number of hours of time off in advance of time off earned a non-represented, benefitted employee may request per calendar year under the Total Benefit Package when all leave in an employee's time off bank is exhausted. The application of this provision for employees under the Legacy Benefit Package Legacy will be administered on a case-to-case basis.

5. Increase Amount of Voluntary Unpaid Time Off

Recommendation: Temporarily increase from 40 hours to 80 hours the maximum number of hours of voluntary unpaid time off a non-represented, benefitted employee may request per calendar year under the Total Benefit Package when all leave in an employee's time off bank is exhausted. Establish temporary exception to provision that employees must be in paid status for the entire month to be eligible to earn the monthly time off allocation. The application of this provision for employees under the Legacy Benefit Package Legacy will be administered on a case-to-case basis.

6. Eliminate Certain FMLA Eligibility Restrictions

Recommendation: Temporarily suspend the FMLA eligibility requirements relating to time worked for employer and number of hours worked for employees seeking FMLA job protection for any qualifying event related to COVID-19.

Under current FMLA eligibility requirements, employees are entitled to federal FMLA benefits if they have been employed by the City for at least 12-months and have worked at least 1,250 hours during the 12-months prior to the start of the FMLA leave; or, for state FMLA benefits, if they have been employed by the City for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.

7. Establishment of Temporary Emergency Paid Leave for Non-Benefitted Employees

Recommendation: Hold pending action on federal legislation (the "Family First Coronavirus Response Act").

Example of Part-time Positions Affected (53 total employees):

- Administrative Support Assistant
- Community Service Officer
- Custodian
- Dispatcher
- Intern
- Library Assistant
- Library Circulation Service Rep.
- Library Page
- Temp. Background Investigator