



## **2020 COVID-19 Pandemic Leave Policy**

**Section 1 - Purpose** - The purpose of this policy is to establish procedures for providing continued compensation for regular employees and appointed officials during the 2020 Coronavirus (COVID - 19) Pandemic.

**Section 2 - Statement of Policy** - It is the policy of the City to take measures to continue vital City services to residents and businesses during this Pandemic. Limiting potential employee exposure to the virus is necessary to the fullest extent practical to maintain a continuation of vital City services, and to protect the health and safety of City employees.

**Section 3 - Authority** - This policy is prepared in accordance with "Resolution Authorizing and/or Ratifying Actions relating to COVID-19 Emergency" as adopted by the Monroe City Council at their March 16, 2020 regular meeting.

**Section 4 - Creation of Pandemic Leave Bank** - All regular full-time and part-time employees will be credited with the following hours of Pandemic Leave Time.

|                               |                                   |
|-------------------------------|-----------------------------------|
| General Employees (37.5/week) | 150.0 Hours                       |
| Part-time Employees           | Prorated based on weekly schedule |
| General Employees (40.0/week) | 160.0 Hours                       |
| Police (Sworn)                | 168.0 Hours                       |
| Fire                          | 216.0 Hours                       |

**Section 5 - Use of Pandemic Leave Time** - to be used accordingly:

- (1) Employee has been instructed to not report to work.
- (2) Employee is quarantined for medical observation.
- (3) Employee has reasonable concern that they exhibit symptoms or has been in contact with someone exposed to the Coronavirus (COVID-19).

**Section 6 - Employee Reporting Requirements**

- (1) Employees shall monitor daily communications from immediate supervisors and General City Employee announcements related to returning to work.
- (2) Employee shall notify immediate supervisor that they have received medical and/or occupational health clearance that they are able to return to work.
- (3) Employee shall notify immediate supervisor that their 14-day self-quarantine period has expired as long as no symptoms are still present. Employee under self-quarantine shall provide periodic updates to immediate supervisor at least every 48 hours either by phone or electronic messaging.

### **Section 7 - Forfeiture of Remaining Pandemic Leave Balance**

- (1) If employee is directed by supervisor to seek medical or occupational health evaluation and fails to do so.
- (2) Employee refuses to work as assigned during the Pandemic.
- (3) During this Pandemic, employees may be required to report to work and may be assigned work that does not fit within their primary job description. This assignment may include working with another governmental unit and/or social service agency. An employee that refuses such assignment will forfeit the remaining Pandemic Leave Balance.

**Section 8 - Employees with Intermittent Work Schedules** - It is recognized that some employees shall report to a work location as directed by their immediate supervisor and some employees will telecommute. Employees shall record the time when directly reporting work and telecommuting as regular hours worked. The remaining hours for that pay period will be recorded as "Pandemic Leave".

**Section 9 - Effective Date** - For pay period beginning Sunday, March 15, 2020. Employees directed to leave early on Friday, March 13 will be paid "regular time" as if they completed their regularly scheduled shift.

**Section 10 - Term of Pandemic Leave Policy** - This policy shall remain in effect until the Mayor's Declaration of a State of Emergency issued March 15, 2020 is rescinded.

**Section 11 - Other Policies and Procedures** - All other City policies and procedures shall remain in effect.

**Section 12 - Policy Amendment** - The Coronavirus (COVID-19) Pandemic has been fast moving and required abrupt policy changes at the State and Federal level. This policy may be amended as Pandemic circumstances require as well as compliance with State and Federal directives. This policy may also be amended to provide needed clarification.

It is important to remember that this policy is exclusively to take extraordinary measures to maintain the continuity of vital services during a time of emergency and minimize employee exposure to the virus. This Pandemic Leave is no way associated with existing City sick or vacation leave policies. There is no direct or implied commitment that unused Pandemic Leave will be credited to existing employee sick or vacation leave balances. After the state of emergency has been rescinded, a determination will be made as to what, if anything, will be done with the remaining Pandemic Leave balances.

Issued                      Vincent Pastue  
                                    City Manager/Emergency Preparedness Coordinator  
                                    March 18, 2020