MEMORANDUM

To: Brooke Watters, HR Director and Citywide
From: Matt Dias, City Manager
Subject: COVID-19 Policy
Date: March 11, 2020

60-Day COVID-19 Policy

Effective immediately, I authorize Human Resources to relax City sick leave policies as specified in the Policies and Procedure Manual\(^1\) and provide incentives to employees to mitigate potential impacts of the COVID-19 virus on our staff and community. These measures should be implemented consistent with the FAQ below and department Continuity of Operations Plans, in coordination with Human Resources, and the Emergency Program Manager.

I authorize implementation consistent with, and use of, the following communication FAQs:

FREQUENTLY ASKED QUESTIONS

Q. Why is the City taking this action?
A. The City recognizes that COVID-19 may significantly impact its workforce. These impacts may include a personal illness, caring for an ill family or household member, or a lack of childcare.

Q. How long will the City be implementing the COVID-19 Policy?
A. Initially for 60 days.

Q. What if part time or seasonal employees miss work for potential COVID-19 impacts?
A. Seasonal and part time employees who are not eligible for paid leave but who need time off due to COVID-19 impacts will receive a bonus for taking proper precautions that keep them from working. Individuals must contact their supervisor.

\(^1\) PPM Section One (1) GENERAL PROVISIONS

***The City Manager may at any time, without notice, temporarily suspend or amend any policy herein by filing a written order with the Human Resources Manager. Such temporary policies shall be effective no longer than six months without the approval of City Council.
Q. How should employees notify their supervisor that they need to use the COVID-19 policy?

A. If the time off is needed due to personal, family, or a household member COVID-19 diagnosis, the employee should notify their supervisor. Employees should also notify their supervisor if the time off is needed due to childcare or other COVID-19 impacts, but not due to illness.

Q. What other leave balances can employees utilize?

A. The COVID-19 Policy pay code should be used for illnesses and impacts. Employees with other reasons for leave may use available leave types and balances as usual.

The Department of Human Resources (HR) will continue to evaluate the situation and work with City Departments to address their operational needs. Please do not hesitate to contact HR or your manager/supervisor with any additional questions or concerns at Brooke.Watters@parkcity.org or 435-615-5241