



Standard Administrative Policy and Procedures Manual

Title: **HUMAN RESOURCES POLICY**

Date of Version: 03/23/2020

Section: **EMERGENCY PANDEMIC LEAVE POLICY**

Resolution No.:

SECTION 1: PURPOSE

The Novel Coronavirus (COVID-19), a respiratory virus designated as a global pandemic by the World Health Organization, has generated a need to address multiple City of Ankeny employment-related policies on a temporary basis to ensure the health and safety of City of Ankeny employees while providing continued services to residents. The purpose of this policy is to implement various employment-related practices, on a temporary basis, that are consistent with federal OSHA and CDC recommendations for employers.

SECTION 2: APPLICABILITY

The State of Iowa has declared a state of emergency due to an outbreak of an infectious disease (pandemic) and the City is implementing the following emergency pandemic leave policy. This policy is intended to protect the safety of the workforce and address the physical and financial well-being of those employees personally affected by the outbreak. All employees (fulltime, part-time, and seasonal) will qualify for this benefit.

SECTION 3: POLICY

Under the Families First Coronavirus Response Act (FFCRA) employees are eligible for up to two weeks of paid emergency leave, without loss of pay, if unable to work (or unable to telework) due to one of the six qualifying reasons related to COVID-19:

The employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or

6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Certain employees who are emergency responders may be excluded from this policy depending on the situation.

Under the FFCRA, an employee qualifies for expanded family and medical leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Without loss of pay means the employee will only be paid for the scheduled hours of work during that two week time period. For fulltime employees this will be 80 hours for 8 hour shift employees, 90 hours for 9 hour shift employees, or 112 hours for 24 hour shift employees. For part-time and seasonal employees this will be the number of hours scheduled over the two week pay period. The Human Resources Director or City Manager shall approve all emergency pandemic leave.

Following the use of emergency pandemic leave, employees may use sick leave banks pursuant to the employee handbook or collective bargaining agreements.

An employee using his/her own sick leave will be allowed to borrow against future sick leave accruals (up to 80 hours or equivalent) once their current sick leave balance is exhausted if additional leave is needed due any of the reasons above. The City Manager shall have the authority to authorize additional time on a case-by-case basis if necessary.

During a pandemic emergency, as a general rule, medical release/return to work verifications will not be required.

Employees without sick leave may be approved for an excused leave of absence without pay. Unemployment benefits through the State of Iowa may also be available.

Employees should self-report any of the above situations to the Human Resources Director and are expected to comply with any departmental specific rules for infection control purposes in the workplace.

SECTION 4: TELECOMMUTING FOR CITY STAFF

The City Manager, in consultation with Directors, will determine what staff are essential and non-essential with respect to the services provided. For purposes of this policy, essential staff are those positions required to be physically present at a work site in order to maintain basic minimum services necessary for continuity of ongoing operations.

Telecommuting means that an employee is working one or more days each work week from home instead of commuting to his or her centrally located worksite. Telecommuting is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telecommute. Employees authorized for telecommuting may be allowed to

provide limited dependent/child care during a pandemic emergency if providing care does not impact the ability of the employee to accomplish assigned tasks.

The purpose of this policy is to provide support for social distancing or other pandemic response goals as necessary to respond to a pandemic emergency. These modifications apply only to pandemic planning and response for employees that have been identified as appropriate personnel for telecommuting.

Any employee that is required to telecommute during a pandemic emergency will be required to sign a Telecommuting Agreement.

SECTION 5: CONTINGENT STAFFING PLANS

The City Manager, in consultation with Directors, may develop contingent staffing plans that will ensure sufficient staffing levels for continuity of operations. This may include, if necessary:

- Previously approved vacation, compensatory time, leave of absences (other than for sick or family leave purposes) may be rescinded with minimal notice.
- Employees may be required to report for work with minimal notice.
- Employees work schedules and/or hours of work may change with minimal notice
- Employees may be directed not to report for work.
- Employees may be required to work at other locations or telecommute with minimal notice.
- Employees may be assigned overtime with minimal notice.
- Employees may be assigned work out of class with minimal notice.
- Employees may be assigned to work other duties or to work in other departments with minimal notice.

If a facility is closed by order of the City Manager and employees are not allowed to work and no alternative site is designated for the employee to report to work, all fulltime, part-time, and seasonal employees working fulltime hours will be paid their scheduled normal pay until such time as the facility is reopened, alternative worksites are arranged, or a reduction in force is implemented.

SECTION 6: EFFECTIVE DATE

This policy is effective immediately and may be amended by the City Manager on an as needed basis. To the extent any permanent policy of the City contradicts this policy while in effect, the terms of this policy shall prevail.

This temporary policy is in effect until December 31, 2020, unless extended under the direction of the City Manager. There will be no carryover of emergency pandemic leave.