

To: **Mayor and City Council**  
From: **Nate Burkett, City Manager**  
Date: **September 27, 2021**

## **COVID Leave**

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### **BACKGROUND INFORMATION:**

During 2020 and in to 2021 there was a federally mandated two week leave allowance for employees impacted by COVID as well as mandated extended leave allowances. The Council extended similar leave options through March 2021 at local discretion but that allowance has since expired.

While the City has had only a few cases of COVID among City employees, as a management team we would like to be prepared to ensure that we can remain fully staffed and reduce the possibility of a COVID outbreak among the staff.

Management has worked with employees who need to be tested or are required to quarantine because they or a family member are sick. To date we have not had any issues but as school is getting back in to session, colder months, and the holidays are coming we want to have some tools to make sure one sick employee does not result in an entire department out due to illness.

Staff is requesting that the Council provide the City Manager the authority to grant up to 80 hours of paid leave to employees for the purposes of protecting the entire workforce. Generally speaking this authority would be used in situations where:

1. An employee is unable to work remotely, and
2. An employee or family member is sick with COVID symptoms, getting tested and awaiting results, or
3. An employee or family member has tested positive for COVID and is currently required to quarantine.

This authority is intended to be granted to the City Manager with wide latitude to ensure employees are not coming to work and potentially getting their co-workers sick when they or a family member have symptoms. Additional considerations when considering granting this leave will be the employee's hours of accumulated sick, vacation and PTO time, vaccination status and other factors relevant to the situation.

This grant of authority to the City Manager does not imply or state that an employee is guaranteed COVID leave hours. The City Manager's decision is final and may not be appealed.

### **FISCAL IMPACT:**

<b>Fund</b>	<b>Department</b>	<b>Account</b>	<b>Amount</b>
NA			

**STAFF RECOMMENDATION:**

Approve the authority of the City Manager to allow up to 80 hours of COVID leave per employee effective upon passage and until 12/31/2022.