

Special Meeting Agenda
Friday, April 17, 2020
4:30 pm

- 1) Call to Order
- 2) Roll Call
- 3) Emergency Policy & Procedure discussion/action
- 4) Adjournment

CITY OF TONASKET
EMERGENCY POLICY & PROCEDURE
Effective 3/24/2020 – ~~4/28/2020~~ 4/14/2020
With the approval of Mayor and City Council

*The effective date of this policy may be extended dependent on the COVID-19 State of Health Emergency response period

1. PURPOSE/SCOPE:

The purpose of this emergency policy is to provide guidance and establish procedures regarding the use of paid leave and pay for City employees under the COVID-19 Health Emergency declaration.

2. AFFECTED PARTIES:

- All City Employees

3. POLICY:

It is the policy of the City of Tonasket to take all appropriate measures needed to address the COVID-19 Health Emergency and protect public health. Protecting the community and City staff is a priority and this policy establishes guidance on the use of paid leave and pay for City employees. This policy and procedures are meant to augment and amend existing Employment Policies related to leave and employee paid as reflected in the most recently approved Employee Handbook which was last approved by Council Resolution 2005-08.

4. City Closure Pay

City Closure

The Mayor may determine that it is necessary to close all City facilities and direct that only certain employees report to City work sites to complete essential City functions. To the extent that these employees are not able to fully or partially telecommute, staff will be provided City Closure Pay in accordance with the provisions in this policy.

Employees who are on a planned absence, such as vacation leave and are not recalled back to work will not receive City Closure Pay. Any employee already on sick leave shall be eligible for City Closure Pay in lieu of continued use of sick leave once City Closure Pay is in effect.

In the event of City Closure, FLSA Non-Exempt (hourly) staff will receive City Closure Pay for those hours in which they are unable to telecommute (full or partially) or to work their scheduled hours. City Closure Pay will only be made available to staff to cover their regularly scheduled work hours.