

RESOLUTION NO. 7438

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND RATIFYING THE EXTENDED LIMITED DURATION COVID-19 ADMINISTRATIVE LEAVE POLICY ADOPTED BY THE INTERIM CITY MANAGER ON APRIL 8, 2020

WHEREAS, the City has been and is taking all appropriate actions to protect public health and limit the spread of COVID-19, which has been determined by the World Health Organization to be a pandemic; and

WHEREAS, the Governor of the State of California declared a state of emergency on March 4, 2020, the Yolo County Board of Supervisors ratified a local and public health emergency on March 10, 2020, and the President of the United States declared a national emergency on March 13, 2020; and

WHEREAS, the City Council on March 17, 2020 declared a state of local emergency; and

WHEREAS, in compliance with the Yolo County Health Officer's shelter in place order of March 18, 2020, the City of Woodland began taking steps to reduce its operations and to only have essential City personnel remain at work and in the field; and

WHEREAS, beginning on March 19, 2020, many City employees began working remotely from home, but not all City employees have jobs that allow them to work from home and/or there is insufficient work available for them to do at home, and some City employees have been sent home and/or were directed not to report to their regularly scheduled work; and

WHEREAS, to help mitigate the financial effects of these actions related to COVID-19, the Interim City Manager issued the Limited Duration COVID-19 Administrative Leave Policy ("Policy"), which was ratified by the City Council on March 24, 2020, and was in effect from March 19, 2020 through April 7, 2020, the date the County's shelter in place order originally was set to expire; and

WHEREAS, the federal government approved the Families First Coronavirus Response Act ("FFCRA"), which requires the City to provide both Emergency Paid Sick Leave and expanded Family and Medical Leave to eligible employees from April 1, 2020 through December 31, 2020; and

WHEREAS, the FFCRA provides leave for eligible City employees who are ill with COVID-19, have symptoms and are waiting for a COVID-19 diagnosis, are quarantined due to a health care provider's advisement due to concerns related to COVID-19, are caring for someone with COVID-19, cannot work due to needing to take care of children as a result of not having child care or a school closure due to COVID-19; and

WHEREAS, the FFCRA does not provide leave for those City employees who do not fall into one of the above categories but are not working (either at a City worksite or teleworking); and

WHEREAS, the City Council recognizes that this remains a time of significant economic stress for many residents of the City of Woodland as daily life has dramatically changed, schools have closed, events have been cancelled, businesses have closed, restaurants have either closed or offer take-out delivery only, and people have been laid off or had their hours reduced; and

WHEREAS, the City Council values its entire workforce and finds that providing additional paid leave to its employees who will remain on call to provide services to the City to either fulfill their own job duties or to serve as disaster service workers is critical to helping prevent the spread of a contagious virus that has become a global pandemic, and will help ensure that the City has a healthy workforce available to further assist in addressing critical City needs during the period of the local emergency, both of which serve a public purpose; and

WHEREAS, the City Council further finds that providing paid administrative leave during this time of emergency serves a public purpose by helping ensure the seamless continuity of operations once City operations resume to normal conditions, and the City Council determines that providing Extended COVID-19 Administrative Leave through May 1, 2020, the date the County's shelter in place order expires, will assist employee morale during this challenging time.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Woodland as follows:

Section 1. The City Council hereby ratifies the Extended Limited Duration COVID-19 Administrative Leave Policy that was issued by the Interim City Manager on April 8, 2020.

Section 2. As specified in the Policy, the policy went into effect on April 8, 2020, and shall remain in effect until May 1, 2020, unless extended. All employees eligible for leave under the FFCRA, which went into effect on April 1, 2020, are required to use that leave first. Full-time City employees who were sent home or instructed not to report for duty due to lack of work and who are unable to work remotely due to a reduction in City operations and do not qualify for leave under the FFCRA are granted an additional 70 hours of leave between April 8 and May 1, 2020. This leave may be taken on an intermittent basis by employees who need to supplement their hours if they do not have enough work to do. If an employee exhausts the 70 hours, employees who are not working either at the City or remotely may use any available leave balance as wage replacement sources, including all accrued paid leave.

Section 3. As specified in the Extended Limited Duration COVID-19 Administrative Leave Policy, the COVID-19 Administrative Leave shall have no other cash value, may not be donated or used for any other purpose, and is only available for use during the time period specified in the Policy.

Section 4. The City Manager is hereby directed to implement the Policy.

Section 5. This Resolution shall take effect immediately upon adoption.

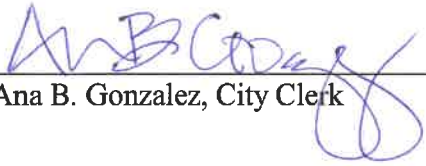
PASSED AND ADOPTED by the City Council of the City of Woodland at a special meeting of the City Council held on the 14th day of April, 2020, by the following vote

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
NOES: None
ABSENT: None
ABSTAIN: None



Rich Lansburgh, Mayor

ATTEST:



Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:



Kara K. Ueda, City Attorney