

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: September 8, 2020
Public Hearing: September 22, 2020
Action: Adopted
Vote: Unanimous

| Yes: | No: |
|------------|-----|
| Berberich | |
| Best | |
| Carrington | |
| L. Combs | |
| S. Combs | |
| DeVries | |
| Valerius | |

CITY OF PALMER, ALASKA

Ordinance No. 20-010

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 4.30 Types of Leave Pertaining to Administrative Leave for COVID-19

WHEREAS, the recent COVID-19 pandemic has impacted the city of Palmer’s service operation; and

WHEREAS, the city of Palmer service success relies on the health and safety of staff; and

WHEREAS, risk associated with the virus puts staff health at great levels of harm to the person and to services provided; and

WHEREAS, Changes in the work environment must be made to preserve health and service delivery.

THEREFORE, THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be temporary in nature and is a non-code ordinance; therefore, shall not be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. The city of Palmer City Council adopts the following temporary employee administrative leave policy pertaining to COVID-19:

Paid administrative leave is available until December 31, 2020, for certain Covid-19 related reasons to assist employees in a time of need if the employee has previously been approved for and exhausted eligible leave available under the Families First Coronavirus Response Act (FFCRA or ACT).

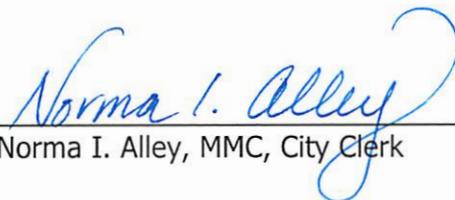
A. Eligibility. To be eligible, an employee must be identified as a close contact according to Centers for Disease Control (CDC) or a medical professional and thus advised to be tested for Covid-19. If the employee has previously used and exhausted all applicable leave available under FFCRA, then the city Manager may, at his discretion, approve a maximum of seven (7) days of administrative leave to allow for the employee to obtain testing for Covid-19 and remain out of work until the test results have been received. If, after the seven (7) days has expired, if the

employee has not received his/her test results or been cleared to return to work, the employee shall be required to either utilize available paid time off (PTO) or be placed on leave without pay (LWOP) until such time as the employee has either received a negative test result or been cleared by a medical professional to return to work. Employees may be required to provide proof of their status as a close contact, a negative test, and/or a release to work from a medical professional upon request.

B. Exceptions. Employees whose positions permit telework may be placed on a telework agreement, upon approval from the department director, in lieu of administrative leave. The department director retains the right to determine whether telework or the paid administrative leave described in this policy shall be assigned.

Section 4. Effective Date. Ordinance No. 20-010 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this 22nd day of September, 2020.



Norma I. Alley, MMC, City Clerk



Edna B. DeVries, Mayor