

City Emergency Closure/Essential Personnel Only
Employee Compensation Plan

Should City business be closed by a public official and restricted to essential public health and safety functions only, in order to support public infrastructure the following emergency compensation for employees would apply.

A. Employees who must physically report to work for at least 20% of their regular workweek:

Employees who are required to report to work during an emergency will receive additional compensation for the potential hazards the employee may be exposed to by this requirement as outlined below.

Employees who must physically report to work for at least 20% of their regular workweek (Usually 40 hours) will be provided a pay differential of 6% of their regular base wage for all regular workweek hours. Should the employee perform some work via telecommuting or should the employee's onsite work equal less than a full workweek, the employee will be compensated for the full workweek with the 6% pay differential for all regular work hours.

Example: employee regularly works 40 hours per week and their work requires them to physically be present. During a City Business closure the employee's onsite work is only 30 hours for the week (This equals 75% of the total work week). Employee then completes online training from home for 2 hours that week and does not complete any work for the remaining 8 hours in the workweek. Employee would be compensated their regular base wage with the 6% pay differential for all hours of their normal workweek, which is 40.

B. Employees who can perform at least 40% the essential functions of their job via telecommuting (with 19.99% or less of their time physically at work):

Employees who will continue to support the essential operations of the City through telecommuting and who must minimally be physically present on the worksite and therefore have less potential hazard exposure will receive additional compensation for this requirement as outlined below.

Employees who can perform at least 40% of their essential functions of their position remotely but may need to come into the workplace minimally (less than 19.99% of the workweek) will receive a pay differential of 3% of their regular base wage for all regular workweek hours.

Example: Employee regularly works 40 hours per week. Employee is able to conduct work remotely for at least 25 hours. Employee comes to work for 2 hours in the week and completes online training from home for 2 hours. Employee would be paid their base rate of pay plus the 3% pay differential for 40 hours in the workweek.

C. Employees who cannot telecommute and are not required to physically report to work:

Employees who are not working remotely and are not required to physically report to work will be placed on “stand-by leave” and will receive their regular rate of pay for their regular workweek hours. Employees who are on Stand-by leave may be asked to complete online training courses. Employees may be assigned up to 16 hours of online training per week. Should an employee choose to complete more training than assigned they may do so, but the additional hours will not trigger the 3% pay differential. All employees on stand-by leave must remain available to the City during their regularly assigned work hours.

Example: Employee is on stand-by leave at home. Employee completes 16 hours of assigned training in the workweek and 4 hours of voluntary training. Employee is compensated at their regular rate of pay for all regular workweek hours.

Should any employee who is on stand-by leave develop COVID – 19 symptoms, have a COVID – 19 exposure that requires quarantine, or have to care for a child due to that child’s place of daycare or schooling being closed, the employee should then use available leave provided under the Families First Coronavirus Protection Act (Public Health Emergency Leave and Emergency Paid Sick Leave).

This Employee Compensation Plan for the Closure of City business applies to both represented and non-represented employees.