

City of Muscatine COVID-19 Policy

The Interim City Administrator has provided for a category of Paid Time Off (PTO) for City of Muscatine employees impacted by the Covid-19 Pandemic and who are not able to work in part or at all, due to the following reasons:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.**
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.**
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.**
- (4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).**
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.**
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.**
- (7) Employees with COVID-19 related situations other than those listed above that may require time off should forward their requests with their Department Head, who will forward to the Human Resources Department for evaluation and final approval by the City Administrator.**

From March 27, 2020 through April 16, 2020, regular full-time and regular part-time employees, even those that do not qualify for other benefits, who are impacted as per items 1-7 above, will have available to them Paid Time Off (PTO) separate from their current banks of leave.

Employees who qualify for reasons 1, 2, 3, 4, 6, and 7 is as follows:

Full-time employee (regularly schedule for 40 hours per week) would have up to 128 hours of PTO-COVID-19 available during this period.

Part-time employee A number of hours equal to the number of hours that such employee works, on average, over a 3-week period

Seasonal Employee Seasonal employees will be paid equal to the number of hours that such employee works, on average, over a 3-week period.

For reason (5): A full-time employee who has been employed for at least thirty (30) days is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. ***Police and Fire Emergency Response employees are exempt from leave under this provision. ***

Calculation of Pay:[\[3\]](#)

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher. These rates will be calculated by payroll in accordance with the law.

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher. These rates will be calculated by payroll in accordance with the law.

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher. These rates will be calculated by payroll in accordance with the law.

Employees should communicate with their supervisor to confirm the criteria match. Information about time off granted and for which eligible reason should be sent to HR for tracking and payroll purposes.

The operational needs of the department may require essential service providers to continue working.

A case by case determination will be made to determine feasibility of telecommuting for those in essential services positions.

If employees or supervisors have any questions or clarification needs, please contact Human Resources.

All City policies related to requesting of leave and supervisory approval remain in force outside for those requests unrelated to the COVID-19 Pandemic.

In the event that an employee's normal service area is temporarily suspended the following procedures shall apply:

- a. The Department Director shall determine the ongoing operational needs of the department. **This will include scheduling of employees who have been deemed essential.**

- b. The Department Director can implement the following personnel strategies:
 - i. An employee may continue to perform their current job function with no modifications.
 - ii. An employee may be reassigned to perform other work within the department or outside of the department.
 - iii. If an employee elects to decline a temporary assignment, and with the approval of the supervisor, an employee may be permitted to use any leave accruals, including sick leave.
 - iv. If the City deems it necessary to, or if there is a mandate to cease operations after April 16, employees will be paid for the hours they would normally work as follows:

Full-time employee (regularly schedule for 40 hours per week) would have up to 80 hours of PTO-COVID-19 available during this period.

Part-time employee A_number of hours equal to the number of hours that such employee works, on average, over a 2-week period.

Seasonal Employee May apply for unemployment benefits

If the cessation of operations continues for more than the two-week period and the employee is unable to work from home, employees are eligible to apply for unemployment.

This policy is informed by the enactment by the US Government of the **Families First Coronavirus Response Act**. It exceeds the minimum requirements of this law.

Posters of the details of this act will be placed at each worksite as required by the Act.

This situation is fluid. As such, this policy will be updated and modified as needed. This policy will remain in force as long as required, but will sunset December 31, 2020.