



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: April 20, 2020

Re: Personnel Code Temporary Deviations Due to COVID-19 Pandemic

Executive Summary

Due to COVID-19 pandemic, a bill has been prepared for Council consideration which authorizes City Manager actions by allowing temporary deviations from existing City Code requirements to implement personnel leave.

Discussion

In response to the Stay at Home Order the City Manager authorized the equivalent of 80 hours of COVID-19 Leave for all permanent employees under the City COVID-19 Compensation and Leave Policy. Since that time, the federal government enacted the Families First Coronavirus Response Act. That law expands the federal Family and Medical Leave Act to include COVID-19 leave for school/day care closure, and requires up to an additional 80 hours of paid leave related to COVID-19 under the Emergency Paid Sick Leave Act. The City has created a separate policy to address the federal law, the Coronavirus Response Leave Policy, effective April 1, 2020.

The City policy is updated as of April 13, 2020 to include return to duty processes for Uniformed Personnel and Covered FTA Employees, Employees in Essential Positions Working Onsite, and Remote Work Employees and clarify when the City policy expires. The federal Coronavirus Response Leave Policy is revised as of April 13, 2020 to reflect that the City of Columbia/Boone County Stay-At-Home Order qualifies as a quarantine/isolation situation under Federal Emergency Sick Leave, Type 1, Number 1. Other revisions include the requirement that employees must request Federal Emergency Sick Leave using the Federal Emergency Sick Leave form and be approved for the leave, newly hired permanent employees can use applicable vacation accruals, employees may receive vacation donation for COVID19 absences when all other leave is exhausted, and that FMLA Plus Leave requests are to go through the same approval process used for regular FMLA requests, through FMLASource.

To implement the revisions to policy, several sections in 19-129 of the personnel code must be waived during this emergency:

19-129 – Vacation Leave

1. 19-129(d) Employees will be allowed to use vacation accruals from the date of hire, rather than starting after six months from the date of hire.
3. 19-129(k) COVID19 qualifying leave will be eligible for vacation donation.



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Fiscal Impact

Short-Term Impact: Not applicable.

Long-Term Impact: Not applicable.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
4/6/2020	B 91-20

Suggested Council Action

None.