

AMBROSE RECREATION & PARK DISTRICT

AGENDA CATEGORY:	
BOARD MATTERS:	<u> 3a </u>
CONSENT CALENDAR:	_____
PUBLIC HEARING:	_____
STUDY SESSION:	_____
_____:	_____

BOARD MEETING DATE: March 20, 2020

ITEM TITLE: Consider Adopting Resolution #19/20-03 Approving an Emergency Administrative Leave Program in Response to the Spread of the Coronavirus (COVID-19)

RECOMMENDATION:

That the Board of Directors adopt Resolution #19/20-03 approving an Emergency Administrative Leave Program in response to the declarations of emergencies by federal, State and County governments regarding the spread of the Coronavirus (COVID-19).

FISCAL IMPLICATIONS:

There will be minimal, if any, fiscal impact as funds have been allocated for employee salaries in the General Fund budget. Employees will receive their regular compensation under the program.

BACKGROUND:

The Coronavirus has been classified as a pandemic disease by the World Health Organization. The virus causes flu-like symptoms and is especially dangerous to older persons and those with underlying medical conditions. The virus is highly contagious and there is currently no medication to prevent or cure the virus.

The President of the United States has declared a National Emergency to address the spread of Coronavirus. The Governor of the State of California issued a proclamation of a State of Emergency. The Board of Supervisors of Contra Costa County passed a resolution declaring the existence of a Local Emergency in the County. These actions have made resources available to stem the spread of the virus and provided guidance on social interactions and personal hygiene.

Perhaps most significantly, the Health Officer of Contra Costa County issued Order No. C19-07 on March 16, 2020 under the emergency powers provided by the California Health and Safety Code. The Order requires that all County residents, with some exceptions, to shelter in their residences (“shelter in place”), to only leave their residences to perform certain essential activities, and to maintain at least six (6) feet of space from other persons when outside of their

residences. The Order provides for enforcement of certain of its provisions to be punishable as misdemeanors.

The District hopes to create as much stability as it can for staff through this rapidly changing situation. Many District employees will face challenges in the days, weeks and months ahead, whether related to their own health, the health of a family member, or care for our children. The current "Shelter-in-Place" directive has many District staff members and their families in limbo.

To provide staff with greater flexibility to manage these challenges and to meet the requirements of the County Health Officer's Order, the General Manager is proposing an emergency paid administrative leave policy related to the Coronavirus. Upon approval of the program, non-exempt employees would immediately be placed on administrative paid leave until further notice. Full-time employees would continue to receive their regular compensation, while part-time employees will be paid for their regularly assigned hours. All employees would be subject to recall by the General Manager in order to address any emergencies at District parks or facilities or to otherwise deal with health and safety issues.

The program would also authorize the General Manager to establish flexible work rules for exempt employees to continue to perform services to meet the operational needs of the District. Such rules will need to be consistent with the Health Officer's Order and designed to safeguard the health and safety of such employees. This could include rules for working from home and working in staggered shifts.

However, it is obvious that not every job can be performed at home and that unique challenges require unique solutions. The District's hope is that the option of emergency administrative leave gives employees additional peace of mind as they care for their families, protect their health and continue to deliver on the vital mission of the District.

This temporary administrative leave policy would be used during the current declared emergency. The General Manager will re-evaluate the program as well as other leave policies as needed in the coming weeks. The bottom line is that no District employee should find themselves at a disadvantage because of the global emergency caused by the Coronavirus.

Respectfully submitted,
Doug Long, General Manager