

City of Montevallo Resolution # 01112021-306

EXTENDING THE EMERGENCY PAID SICK LEAVE POLICY THRU MARCH 31, 2021 FOR
EMPLOYEE QUARANTINE AND OR POSITIVE COVID-19 SICKNESS

FFCRA Leave Requirements Expired Dec. 31, 2020

The requirement that employers provide paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA) expired on Dec. 31, 2020. While this leave has expired by directive of the government, the City of Montevallo maintains its commitment and concern for the employees that serve our City during this unprecedented time.

The City has voluntarily extended the Emergency Paid Sick Leave thru March 31, 2021 in which at that time the program will be evaluated. We must all do our part to combat this virus by wearing a mask, socially distancing, frequent hand washing and monitoring of signs and symptoms. Working together we will meet this challenge and resume normal activities.

The provisions of the emergency paid sick leave are as follows effective this date of January 11, 2021, all other prior provisions are voided as of this effective date:

- Hours provided under policy: 80 hours for full time employees, part time employees are eligible to receive an average number of hours based on the previous two pay periods worked.

Total hours allotted for Full and Part Time Employees are for potential use thru March 31, 2021 or the time the program is deemed expired)

- All hours missed outside of the emergency sick paid leave parameters listed within this policy are to be utilized by personal time of the employee and do not qualify for emergency sick paid leave.

Eligibility: All full- and part-time employees unable to work due to one of the following reasons may request Emergency Paid Sick Leave and are required to follow the established protocol as a response to COVID-19 to ensure the protection of employees and the citizens we serve.

1. Direct Exposure:

Employee to provide copy of the positive COVID-19 test of whom direct exposure occurred from within the last 48 hours; self-quarantining without documentation of exposure is not permitted.

- Employee may be required to quarantine for a period of 7 days per the CDC guidelines if deemed to have direct exposure. Supervisor and HR to determine thru contact tracing.
- If Direct Exposure is determined, employee will be required to quarantine for 7 days.
- COVID-19 testing 7 Day quarantine: Employee is to be tested on Day 5 of the 7-day quarantine period. Upon results of the COVID-19 test resulting in a negative test and if no symptoms are reported during daily monitoring of the quarantine period without the use of medication, the employee may return to work on Day 8.

2. Positive Test Results

If an employee tests positive, the emergency paid sick leave may be requested. In addition, the following procedures must be followed in relation to quarantine procedures:

- Copy of the test is to be provided to the employee's Supervisor and HR.
- Employee will be sent home to quarantine for 10 days per the CDC guidelines. Quarantine for 10 days requires the employee to maintain social distancing from the public to prevent potential exposure and transmission of COVID-19. Failure to comply with the quarantine procedures may result in discontinuation of compensation, if provided, and or disciplinary action.
- At the end of 10 days from the date the positive test was administered, if the employee has no new or worsening symptoms, and has had no fever for 24 hours without medication, employee must submit a completed form from a licensed medical provider stating they are cleared to work. Employee should contact their Supervisor immediately and be placed back on the work schedule.
- Failure to immediately return to work after meeting above stated requirements may result in discontinuation of compensation if provided and or disciplinary action.

Department Supervisors and HR will administer the policy and procedures set within.



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WHEREAS, pursuant to the Municipal Code for the City of Montevallo, Alabama requires the council to adopt any changes to existing financial policies and programs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montevallo, Alabama that the policy for Emergency Paid Sick Leave approved as attached in Exhibit A thru March 31, 2021.

ADOPTED AND APPROVED THIS 11TH DAY OF JANUARY 2021

ATTEST:

A handwritten signature in cursive script, appearing to read "Steve Gilbert", written over a horizontal line.

Steve Gilbert
City Clerk / Treasurer

APPROVED:

A handwritten signature in cursive script, appearing to read "Rusty Mix", written over a horizontal line.

Rusty Mix, Mayor
City of Montevallo