

CITY OF LEBANON
PERSONNEL BOARD MEETING MINUTES
MARCH 30, 2020

BE IT REMEMBERED that the Personnel Board of the City of Lebanon, Missouri, met in Regular Session on March 30, 2020 at 12:00 p.m. in the Conference Room at City Hall located at 401 South Jefferson.

The following Personnel Board members were present: Mayor Pro Tem and Councilwoman LeAnn Mather, Councilman Ken Eldridge and Councilwoman Sheila Mitchell. Absent: None.

A quorum was declared.

Mayor Pro Tem Mather served as Chairman.

Staff members and others in attendance: City Administrator Mike Schumacher, Human Resource Director Kathy Milliken, and Assistant City Administrator/City Clerk Laina Starnes.

APPROVAL OF MINUTES

Eldridge moved and Mather seconded to approve the March 17, 2020 Personnel Board meeting minutes as presented. Motion passed unanimously.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

City Administrator Mike Schumacher reported that shortly after the Personnel Board approved the Emergency Paid Leave Policy on March 17th, the Federal Government rolled out a similar policy. He stated the fed's mandated policy provided 14 days of emergency medical leave for COVID-19 and expanded FMLA; both exempted fire and police. The Board was then provided a new draft policy for the City by Human Resource Director Kathy Milliken. Schumacher stated the draft did not exempt fire and police from the 14 days of emergency medical leave; however, to maintain public safety it did exempt them from the expanded FMLA provision. During a brief discussion, Schumacher reported that the City's Labor Attorney Ransom Ellis had reviewed the policy and had given it his blessing. He also noted that this was a mandated policy and the City would be responsible to bare the cost.

Mitchell moved and Eldridge seconded that the Personnel Board approve the revised COVID-19 Emergency Paid Leave Policy as presented. Motion carried as follows: Yea: (3) Eldridge, Mitchell and Mather; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

Note: A copy of the COVID-19 Emergency Paid Leave Policy is attached hereto and incorporated into the permanent record.

ADJOURNMENT

Mitchell moved and Eldridge seconded that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 12:27 pm.

ATTEST:



City Clerk Laina Starnes



Mayor Pro Tem/Chairman- LeAnn Mather



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COVID-19 Preparation

Use of Leave Policy

Emergency Paid Sick Leave

As of April 1, 2020 all City employees will be provided with 80 hours of paid sick leave specifically for this COVID-19 event. Any employee not working full-time hours will receive a pro-rated amount. This leave will only be available through December 31, 2020 and may only be used for one of the following COVID-19 events:

Who is eligible:

- Applies to any employee who is subject to a federal, state or local quarantine or isolation order related to COVID-19;
- Applies to any employee who has been advised by a health care provider to self-quarantine related to COVID-19;
- Applies to any employee who is exhibiting any of the symptoms of COVID-19 and seeking a medical diagnosis;
- Applies to any employee who is caring for an individual who meets any of the above three criteria;
- Applies to any employee who is caring for their child whose school is closed. This means that an employee may use this paid leave to cover the first ten days of unpaid leave under the FMLA Expansion Act discussed below.

Rates of Pay:

- For full time employees, 80 hours of paid leave are available; for part time employees, leave in the amount of an average of hours worked in two weeks are available;
- For employees meeting any of the first three criteria, the rate of pay of the paid leave is the employee's regular rate of pay (capped at \$511 per day or aggregate of \$5,110);
- For employees who are caring for an individual or their child and entitled to leave, the rate of pay of the paid leave is 2/3 the employee's regular rate of pay (capped at \$200 per day or \$2,000).

If an eligible employee has remote work options available, he/she cannot choose to use this paid leave in lieu of performing available work.



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Emergency Family and Medical Leave Expansion Act

As of April 1, 2020 all City employees, with the exception of Emergency Responders (Police and Fire personnel), who have worked for the City for at least 30 days may request leave provided by the expansion of the Family Medical Leave Act (FMLA.) This expansion of leave is only available for the employee's need to care for his/her child due to school or day care closure or when a childcare provider is unavailable due to COVID-19. A childcare provider means a provider who receives compensation for providing childcare services on a regular basis.

If an eligible employee has remote work options available, he/she cannot choose to use this leave in lieu of performing available work. This leave will only be available through December 31, 2020.

Who is eligible:

- Applies only to an employee's child, and the child must be under 18 years old;
- Applies when a school (elementary or secondary), or childcare that the employee has paid for is closed due to a public health emergency. This means if an employee normally has a grandparent care for the child for free, this would not be covered leave. However, if an employee normally pays a babysitter to care for his or her child and that babysitter is not available because of the COVID-19, that would be covered leave;
- Remote work options must be unavailable in order to be entitled to this leave. If an employee can remote work, the employee cannot receive this leave.

Rates of Pay:

- First ten days of leave can be unpaid, but employees may use any other leave to cover that time;
- Following the first ten days, employee may be paid at 2/3 their regular rate of pay for normal amount of hours worked, up to a maximum of \$200 per day, and \$10,000 total.

To apply for this leave, please contact Kathy Milliken in Human Resources at 991-2305.



Quarantine

Employees who:

- Have a known exposure;
- Who travel to any locations deemed a risk by the Center for Disease Control (CDC), and in consultation with the Laclede County Health Department; or
- Who have recently traveled to tourist destinations, large crowd activities, and/or traveled by air

will be required to wait a minimum of fourteen (14) calendar days before returning to the workplace. Failure to comply with any lawfully imposed quarantine will be cause for disciplinary action. Additionally, given CDC updates regarding location risks which are regularly updated, a quarantine may be invoked, even if an employee has already returned to work. For the safety and protection of employees, look-back periods will include the recommended 14-day period.

If the City determines that remote work is an option, it will be provided to the extent reasonably possible.

Employees exhausting the leave granted through the Emergency Paid Sick Leave and Emergency FMLA provisions, will be authorized to use other leave options for absences due to an imposed quarantine period, unless the employee is offered and refuses a remote work option. If the employee does not have paid leave available, administrative leave without pay will be authorized.

Known Exposure

Employees who become exposed to a confirmed or presumptive positive case of COVID-19 will be subject to the Quarantine provisions outlined above. It is the responsibility of the Employee to notify both the City, and the Laclede County Health Department, immediately upon learning of a known exposure, or of travel to a location deemed a risk by the Center for Disease Control (CDC).

Employees who have been exposed to a confirmed or presumptive positive case of Covid-19 as the result of exposure through their work for the City (for example first responders) must coordinate to promptly submit a workers' compensation claim through established protocols.



Employees who are Ill

In order to protect the City's workforce and customers, if an employee is sick, he/she shall stay home or be sent home. An employee who is absent from work due to his/her own illness or an illness of an immediate family member will use paid sick leave. If needed, other forms of leave such as vacation may be used if appropriate approval is received.

Once sick employees become asymptomatic, they shall follow the guidance provided by the CDC regarding returning to work. As a general rule, employees should be free of fever and other symptoms for a minimum of twenty-four (72) hours without use of fever-reducing or other symptom altering medicines (e.g. cough suppressants).

Employees at High Risk to Exposures

Employees in high risk categories as designated by the CDC, or who have family members they live with who are at high risk, or who have been exposed to household family members with flu-like symptoms are strongly encouraged to implement all practical social distancing techniques such as not attending meetings, workplace isolation, sanitation practices, etc. These employees may also be eligible for remote work options and/or use of paid leave time and should coordinate appropriately with their department supervisor.

Should supervisors or employees have additional questions, please contact HR at 991-2305