

TEMPORARY ADMINISTRATIVE POLICY 2021-50

SUBJECT: COVID-19 – Expanded Shared Leave

DATE ISSUED: September 1, 2021 *ecf*

DATE EFFECTIVE: September 1, 2021 *ecf*

APPROVED: 
Lance Hoyt, City Manager

SECTION ONE – PURPOSE

The purpose of this policy is to establish the expanded use of shared leave during the effect of the Emergency Proclamation relating to the COVID-19 pandemic issued by Mayor Mark Oaks.

SECTION TWO – DEPARTMENTS AFFECTED

All Departments

SECTION THREE – REFERENCES

Resolution 2020-07 Declaration of Emergency
Toppenish Personnel Policy 11 – Family Medical Leave
Toppenish Personnel Policy 12 – Share Leave

SECTION FOUR – DEFINITIONS

Positive COVID-19 Test: A confirmed positive test result for COVID-19 performed by the Public Health Laboratory.

Vaccination Side Effects: Common side effects that do not necessitate the use of Family Medical Leave.

SECTION FOUR – BACKGROUND

On March 16, 2020, the City Council approved Resolution 2020-07 proclaiming a declaration of emergency in the City of Toppenish. The Resolution expands the City Manager’s administrative authority to take whatever measures deemed necessary and reasonable to respond to the threat of COVID-19 and to protect the public health and safety of the City’s residents during the state of civil emergency.

SECTION FIVE – POLICY

Personnel Policy 12.01 Share Leave will be temporarily expanded to allow employees who: (1) have provided documentation of a positive COVID-19 test and are required to quarantine or are experiencing side effects of a COVID-19 vaccination; (2) have or shortly will have

exhausted all vacation leave, sick leave, personal leave, compensatory time, and holiday compensatory time; and (3) do not qualify for Family Medical Leave; to request shared leave.

SECTION SIX – PROCEDURE

Amount of Leave Received: The Human Resources Assistant, with the City Manager's concurrence, verifies the amount of shared leave, if any, the employee needs to receive per the guidelines below:

An employee may not receive more than ten (10) days of shared leave per occurrence; and to the extent possible, shared leave is to be used in a consecutive and continuous basis.

Transfer Process: Employees may request the Human Resources Assistant to approve the transfer of a specified amount of vacation leave, sick leave, or compensatory time to an employee who is authorized to receive shared leave as provided in this temporary Administrative Order.

To be eligible to donate vacation leave, an employee must have a minimum accrued balance of eight (8) hours of vacation leave. Accrued sick leave and compensatory time may also be donated. All transferred leave will be in increments of one (1) hour and is voluntary.

While on shared leave, an employee continues to be classified as a city employee and is eligible for all compensation (salary and benefits) they would be otherwise receiving if using paid leave.

For those employees who prefer to donate or receive shared leave in confidence, every effort will be made to respect the individual's privacy.

Value of Leave: Shared leave will be transferred on an hour-for-hour basis.

1. Shared leave will be converted to sick leave for the recipient.
2. The Accounting Manager is responsible for transferring the donated hours to the leave balances of shared leave recipients. Records will be maintained in the event any unused leave time is returned at a later date; and
3. Unused leave will be returned to donating employees on an equal basis.

Monitoring: The Human Resource Assistant will monitor the use of shared leave to ensure equal treatment of all City employees. Inappropriate use may result in the cancellation of donated or unused shared leave. An employee currently receiving shared leave who leaves City service is not paid for the remaining balances of any donated and unused shared leave.

SECTION SEVEN – TERMINATION

This order will remain in effect until December 31, 2021.