



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON
No. 2020-12

Regarding (1) extending previously issued administrative Emergency Order 2020-02 and (2) Adding provision regarding mailed paychecks to payroll handling process described in EO 2020-02.

Policy (Council) **City Clerk use only:** Presented to Council _____

Administrative (City Manager)

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19 and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

On March 23, 2020 Governor Inslee issued Proclamation 20-25 – “Stay Home Stay Healthy”, which ordered everyone to shelter in place until April 6, 2020 unless 1) performing essential activities and/or 2) working in essential business services. “Essential activities” are limited to: 1) getting necessary supplies and services for family/household members, 2) engaging in activities essential to public health/safety for family/household members, 3) caring for family members, friends, etc., and 4) engaging in outdoor exercise **if** appropriate social distancing was followed. People who are in unsafe housing situations, such as domestic violence, or who are experiencing homelessness are exempt from the Proclamation.

On April 2, 2020 the Governor extended his emergency Proclamation (20-05) and his “Stay Home, Stay Healthy” Order until May 4, 2020 at 11:59 p.m.

As a result, the currently-issued administrative Emergency Order 2020-02 will be extended as set forth in Section 1 below.

In addition, the City has determined that the payroll process described in Emergency Order 2020-02 needs to include a provision for mailing paychecks to employees who are off work or working remotely due to the COVID-19 emergency. The process amendment is set forth in Section 2 below.

NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:



Section 1. Extension of Existing Administrative Emergency Order 2020-02: The following Emergency Order is extended to address the continuing COVID-19 emergency: EO 2020-02 – Emergency Administrative Changes to City’s Employee Personnel Policy and Payroll Practices. The new expiration date is set forth in Section 4 below.

Section 2. The payroll procedures described in EO 2020-02 are amended to add the following provision:

Paychecks will be mailed. All paychecks not picked up in the Finance Department by 3:00 pm on payday will be postmarked and placed in the U.S. mail for delivery to the employee’s mailing address on file with the City. Employees still receiving a paper check have been notified that in the event of an unexpected closure of the Civic Center, their paycheck may not be available for pickup until the office has been reopened.

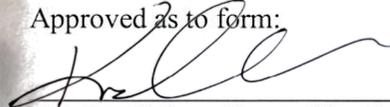
Section 3. Duration. Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager, as applicable, this Emergency Order is effective immediately and remains in effect until such date and time as the Governor’s “Stay Home Stay Healthy” order is lifted.

SIGNED this 14th day of April, 2020, at — hours.

CITY OF SEQUIM


Charles P. Bush, City Manager

Approved as to form:



Kristina Nelson-Gross, City Attorney

Attest:

Sara McMillon, City Clerk