



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON

No. 2020-16

Regarding the implementation of additional COVID Leave policy to allow City employees a certain number of paid leave hours in addition to normal leave for the purpose of creating safer working spaces and providing security and financial planning opportunities during the coronavirus emergency.

Policy/Budget (Council) City Clerk use only: Presented to Council 4/27/20

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 unless 1) performing essential activities and/or 2) working in essential business services.

On April 1, 2020, the federal Families First Coronavirus Response Act (FFCRA) took effect, allowing protected and partially-paid leave for employees who are forced to miss work when their child’s school is closed due to the outbreak. It also provides for emergency paid sick leave for certain absences related to the outbreak.

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.

On April 14, 2020, the City Manager signed Emergency Order 2020-11 that established a COVID Leave policy to comply with the above federal and state orders. Since execution of EO 2020-11, the City has determined that it needs to supplement City staff leave banks for leaves that may not fit within the federal or State authorized COVID leaves.

As of March 16, 2020, the City of Sequim adopted an internal policy providing full-time employees a minimum of 104 hours of “COVID Leave” and part-time employees a pro-rated amount of COVID Leave based on their FTE. The COVID Leave is in addition to other leave accruals and is intended to be used when employees believe they may be experiencing symptoms of the disease or have been exposed to the virus, have family or personal reasons for their absence, or otherwise feel it is unsafe to come to work. COVID Leave can also be used in the interest of social distancing when an employee



feels the emergency-forced modifications to their job duties result in insufficient tasks to support their physical presence on the job site and their duties cannot be conducted remotely. COVID Leave will expire on December 31, 2020 and has no cash-out value.

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

Section 1. An additional COVID Leave policy is adopted as described below:

All full-time staff will receive up to 104 hours total of COVID leave. This amount is prorated for part-time staff. This leave bank is for staff who have Covid-19 symptoms, need time off to care for someone, feel unsafe coming into work, or if there is not enough remote work available in addition to traditional vacation/sick leaves. This change is effective March 16, 2020 until December 31, 2020 and has no cash-out value.

Section 2. Presentation, Ratification, Termination. Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection, if applicable.

Rejected orders will be void after the Council vote rejecting them.

Until such time as Council acts, Emergency Orders will be considered in full force and effect.

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 20th day of April, 2020, at _____ hours, NUNC PRO TUNC.

CITY OF SEQUIM

Charles P. Bush
Charles P. Bush, City Manager

Approved as to form:
Kristina Nelson-Gross
Kristina Nelson-Gross, City Attorney

Attest:
Sara McMillon
Sara McMillon, City Clerk