

## AGENDA

FINANCE AND PERSONNEL COMMITTEE  
MONONA PUBLIC LIBRARY MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, APRIL 6, 2020  
6:30 P.M.

Remote Teleconference Meeting via ZOOM

This Meeting May Be Viewed LIVE at <https://www.youtube.com/MononaTV>

### NOTICE OF ELECTRONIC MEETING

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #12 (Safer At Home Order) and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from March 16, 2020.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
  - A. Consideration of Resolution 20-4-2402 Designation of “Emergency Responder” Employees under the Families First Coronavirus Response Act.
  - B. Discussion and Consideration of Staffing and City Operations Contingency Plans for COVID-19.
7. Acceptance of General Fund Accounts Payable Checks Dated March 13–April 2, 2020. (Documentation of invoices paid is available in the City Clerk’s office.)
8. Adjournment.

### DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 312 887 914.

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 312 887 914, FOLLOWED BY #

Please Mute Your Phone When Not Speaking To Ensure Best Possible Audio Quality.

### WRITTEN COMMENTS

You can send written comments on agenda items by utilizing the City Council Contact Form found at: <http://mymonona.com/FormCenter/City-Council-Contact-Form-3/City-Council-Contact-Form-64>

**NOTE:** Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number) Fax: (608) 222-9225 or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

S:\FINANCE\FINANCE & PERSONNEL COMMITTEE\AGENDAS\AGENDA Finance 4-6-20.doc

FINANCE AND PERSONNEL COMMITTEE MINUTES  
March 16, 2020

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:00 p.m.

Present: Mayor Mary O'Connor, Alderperson Doug Wood, Alderperson Andrew Kitslaar (Alder Kitslaar was present via video conference)

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Director of Administrative Services Director Leah Kimmell

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Kitslaar to approve the Minutes of the March 2, 2020 Finance & Personnel Committee meeting, was carried.

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Item 6.A. Administrative Services Director Kimmell reported on the cost of amending the City's Personnel Policy Manual to add Martin Luther King, Jr. Day as a recognized City holiday. The majority of the cost for this addition would come from the police and fire departments, as these employees receive a payout for all holidays unless they use their holiday for time off on another day of the year. Public safety staff are also paid at time and one-half for all hours worked on a holiday. In addition, other hourly staff who work on holidays, for instance, Public Works crew staff who might be called in to plow snow, are paid at time and one-half. Director Kimmell estimates costs for the addition of this holiday to total \$13,000-\$15,000 annually, and increase with wage increases.

Alder Wood explained that the City Council received an email from the City's municipal court clerk, Toya Robinson, requesting that the Council consider officially recognizing Martin Luther King, Jr. Day, not as a chance to have another three-day weekend but rather as an opportunity to have a unified day of servitude and be a part of programs that reflect Dr. King's legacy for equality. Alder Wood stated that he believes recognizing this day would be an expression of the values of the City of Monona and is a price he is willing to have taxpayers pay. Alder Kitslaar concurred that we value diversity and equity, this is a way to show our employees that these are our values, and we should include the addition of this holiday in our budget for 2021.

Mayor O'Connor agreed but said she prefers to wait until later in the year to consider, as she has concerns about the 2021 budget based on possible budget ramifications due to the Coronavirus.

Item 6.B. Alder Wood expressed he believes that non-represented employees should have the same sick leave accumulation cap as represented employees. Director Kimmell summarized that there are currently several different caps for payout of accumulated sick leave upon retirement. Members of the police union and fire union are paid out for up to 840 hours, as are non-represented employees who were hired before March 20, 2005. All other employees are paid out for up to 680 hours. The committee agreed that they

would consider this item, along with other separate changes to the Personnel Policy Manual, later in the year, then wrap them all together for an overhaul of the entire manual.

Items 6.C–6.E. Parks and Recreation Director Jake Anderson was unable to attend the meeting, so the Committee did not consider these four items.

Item 6.G. Administrator Gadow summarized the current changes in City services due to Coronavirus. The Community Center and Library buildings are both closed and all Library, Senior Center, and Parks and Recreation programs and services are cancelled. Public Works is still operating, but utility operators are not making home visits. Building inspection is still operating, but inspectors are doing only outside inspections. Administrator Gadow recommends that all non-essential committee meetings be cancelled. He is also looking into ways that licenses and permitting can be delayed. As of today, the April 7 election is still scheduled to occur. Voters are being encouraged to request absentee ballots by mail. Staff are currently sourcing more envelopes, since our current supply will not meet the increased demand for absentee ballots.

Administrator Gadow will ask the City Council tonight to approve a local declaration of emergency. He is also recommending that all city staff, even if they are currently not able to work, continue to be paid their regular salary for the next two weeks. He also recommends that any staff who are unable to work due to illness or quarantine or due to the fact that they need to stay home to care for their children not be required to use time from their accumulated leave banks for the next two weeks. He is allowing department heads and other staff to telework where feasible.

Alder Kitslaar supported Administrator Gadow's plan and encouraged flexibility for our employees as much as possible. Alder Wood concurred and added that he recommends extending the plan to three weeks so employees will be paid until the next time the City Council is scheduled to meet on April 6.

A motion by Alder Kitslaar, seconded by Alder Wood, to continue to pay all employees for the next three weeks, was carried.

Item 6.H. Finance Director Houtakker reviewed the 2019 year-end financial report. He said that 2019 was the best year for the City financially since he's been Finance Director, as we budgeted for a \$600,000 loss but saw a \$600,000 gain. However, 2020 is shaping up to be the worst year he's seen. He estimates we could see a loss in interest income of \$150,000–\$200,000, along with losses in recreation program revenue, and hotel tax revenue.

Item 6.J. Since the meeting was running long, members agreed to accept general fund accounts payable checks and email any questions to Director Houtakker.

A motion by Alder Wood, seconded by Alder Kitslaar to Accept General Fund Accounts Payable Checks Dated February 28, 2020 through March 12, 2020, was carried.

A motion by Alder Wood, seconded by Alder Kitslaar to adjourn, was carried. (7:07 p.m.)

Leah Kimmell  
Administrative Services Director



5211 SCHLUTER ROAD ■ MONONA, WI 53716-2598  
CITY HALL (608) 222-2525  
FAX (608) 222-9225  
<http://www.mymonona.com>

April 3, 2020

To: Mayor O'Connor and City Council

From: Bryan Gadow, City Administrator

RE: Resolution 20-4-2402 Designation of "Emergency Responder" Employees under the Families First Coronavirus Response Act

**Background:**

On March 18, President Donald Trump signed the Families First Coronavirus Response Act ("FFCRA") which expanded the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act) and created a paid sick leave entitlement for all eligible full- and part-time employees (Emergency Paid Sick Leave Act). This leave would allow an eligible employee to take up to twelve (12) weeks of leave. Two of the 12 weeks would be paid at 100% of the employee's regular salary if the employee is sick or quarantined with COVID-19. Another 10 weeks, paid at 2/3 of the employee's salary, is available for employees who need to care for a sick or quarantined family member or to care for children who cannot be in school or childcare due to COVID. The provisions of FFCRA became effective on April 1.

Within the FFCRA is a provision which allows local governments to exempt "emergency responders" and "health care providers" from provisions of the FFCRA. The purpose of the exemption language is to allow local governments to identify those categories of employees whose continued work in their respective roles is vital and necessary for the local response to COVID-19.

On March 24, the State of Wisconsin issued Emergency Order #12 (Safer At Home Order) in response to the COVID-19 pandemic. Paragraphs 1 and 12 of the Order recognize that all services provided by local government are necessary to ensure the continuing operation of the government body and provide and support the health, safety, and welfare of the public are considered "Essential Government Functions."

Due to the need to maintain these essential government functions, Mayor O'Connor issued an emergency declaration on March 31 (the "Declaration") defining certain employees as "emergency responders" to qualify for the exemptions in the FFCRA, including police, fire/EMS, dispatch, and public works employees (copy attached). The reason for exempting

**POLICE DEPARTMENT**  
5211 Schluter Road  
222-0463

**COMMUNITY CENTER**  
1011 Nichols Road  
222-4167

**MONONA SENIOR CENTER**  
1011 Nichols Road  
222-3415

**FIRE DEPARTMENT**  
5211 Schluter Road  
222-2528

these employees is to ensure that there are enough employees available to perform these essential government functions during the City's COVID-19 response.

To address concerns of the need for emergency paid sick leave for these emergency responders who are exempted from the FFCRA, we have developed a separate two-week paid leave policy (copy attached) for those exempted employees who may be unable to work because of a positive COVID-19 test or need for quarantine due to exposure. This emergency paid leave policy has been reviewed and accepted by both the leadership of the Police and Fire Departments, as well as the union stewards of each department.

The purpose of Resolution 20-4-2402 is to ratify the Mayor's Declaration designing the "emergency responder" employee classifications.

**Recommendation:**

Staff recommends **APPROVAL** of Resolution 20-4-2402.

Under normal circumstances, this Resolution and resulting Declaration would have been brought to the City Council for review and approval before enacting. However, given the timing of the effectiveness of the FFCRA and its leave provisions, it was necessary for the Mayor to utilize her emergency declaration authority under Section 54-5 of the Code of Ordinances. Resolution 20-4-2402 is submitted to the City Council for your review and ratification.

**Attachments:**

- Resolution 20-4-2402 Designation of "Emergency Responder" Employees under the Families First Coronavirus Response Act
- Mayoral Declaration on Designation of "Emergency Responder" Employees under the Families First Coronavirus Response Act
- COVID-19 Emergency Sick Leave Policy for Emergency Responders

**Resolution No. 20-4-2402  
Monona Common Council**

**Designation of “Emergency Responder” Employees under the Families First Coronavirus Response Act**

**WHEREAS**, in a December 2019, a novel Coronavirus, now designated as COVID-19, was detected and it has spread throughout the world, including every state in the United States; and

**WHEREAS**, on January 3, 2020, the World Health Organization declared a Public Health Emergency of International Concern;

**WHEREAS**, on March 12, 2020, Governor Tony Evers issued Executive Order #72, Declaring a Health Emergency in Response to the COVID-19 Coronavirus; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared a National Emergency Concerning the Novel Coronavirus Disease Outbreak; and

**WHEREAS**, on March 16, 2020, the Common Council of the City of Monona declared a local state of emergency via Resolution 20-3-2401; and

**WHEREAS**, on March 18, 2020, President Donald Trump signed the Families First Coronavirus Response Act (“FFCRA”), which expands the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), and creates a paid sick leave entitlement for certain eligible employees (Emergency Paid Sick Leave Act); and

**WHEREAS**, the provisions of the FFCRA allows employers to exempt “emergency responders” from provisions of the FFCRA; and

**WHEREAS**, on March 24, 2020, the State of Wisconsin issued Emergency Order #12, “Safer at Home Order”, in response to the emergency; and

**WHEREAS**, Paragraphs 1 and 12 of Emergency Order #12 (the “Order”) recognize that all services provided by local governments to ensure the continuing operation of the government body and provide and support the health, safety, and welfare of the public are considered “Essential Governmental Functions” that must continue during the duration of the Order; and

**WHEREAS**, the Order categorically exempts broad categories of local government employees from the restrictions contained therein and otherwise provides local governments with broad discretion to identify employees and contractors necessary for the performance of a local government’s “Essential Governmental Functions”; and

**WHEREAS**, Section 54-5, “Emergency Regulations”, Code of Ordinances, grants the Mayor the authority, by proclamation to promulgate and enforce such orders, rules and regulations relating to the conduct of persons and the use of property as shall be necessary to protect the public peace, health and safety, and preserve lives and property, and to ensure the cooperation necessary in civil emergency activities. Such proclamations shall be posted in a public place and may be rescinded by the Common Council by resolution at any time; and

**WHEREAS**, on March 31, 2020, Mayor Mary O' Connor, consistent with authority in Section 54-5, issued an Emergency Declaration "Designation of 'Emergency Responder' Responder Employees under the Families First Coronavirus Response Act" (the "Declaration"); and

**WHEREAS**, the purpose of the Declaration is to provide the process for identifying employees, categories of employment, positions and/or departments that are "emergency responders" under the FFCRA, and as a result, are exempted by the City from the provisions of the FFCRA; and

**WHEREAS**, the Declaration established the following orders:

1. The following positions in the City of Monona are hereby designated as "emergency responder" for the purposes of the application and implementation of the FFCRA:
  - a. Police Chief
  - b. Fire Chief
  - c. Public Works Director
  - d. Police Lieutenant
  - e. Police Sergeant
  - f. All Sworn Law Enforcement Officers
  - g. All Fire and EMS Personnel
  - h. Emergency Communications Center - Dispatchers
  - i. Public Works Operations Supervisor
  - j. Utility Foreman
  - k. Streets Maintenance Worker
  - l. Utility Maintenance Operator
  - m. Mechanic
  - n. City Administrator
  
2. It is the intent of the Declaration to define the term "emergency responder" in the broadest sense possible consistent with the law to ensure and continue the City of Monona's essential functions during this pandemic and time of emergency. Final determinations regarding the definition of emergency responder as applied to any employment position with the City shall be determined by the City Administrator and Mayor, with such decision being final.
  
3. The Declaration was effective immediately.

**THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Declaration of Designation of "Emergency Responder" Employees under the Families First Coronavirus Response Act is hereby ratified; and,

**BE IT FURTHER RESOLVED** that the Declaration shall remain in effect for the duration of the public health emergency as declared in Executive Order #72, or until a superseding order issued.

Adopted this 6<sup>th</sup> day of April, 2020.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

---

Mary K. O'Connor  
Mayor

ATTEST:

---

Joan Andrusz  
City Clerk

Council Action:

Date Introduced: 4/6/20

Date Approved: 4/6/20



5211 SCHLUTER ROAD ■ MONONA, WI 53716-2598  
CITY HALL (608) 222-2525  
FAX (608) 222-9225  
<http://www.mymonona.com>

## Declaration

### Designation of “Emergency Responder” Employees under the Families First Coronavirus Response Act

**WHEREAS**, in a December 2019, a novel Coronavirus, now designated as COVID-19, was detected and it has spread throughout the world, including every state in the United States; and

**WHEREAS**, on January 3, 2020, the World Health Organization declared a Public Health Emergency of International Concern;

**WHEREAS**, on March 12, 2020, Governor Tony Evers issued Executive Order #72, Declaring a Health Emergency in Response to the COVID-19 Coronavirus; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared a National Emergency Concerning the Novel Coronavirus Disease Outbreak; and

**WHEREAS**, on March 16, 2020, the Common Council of the City of Monona declared a local state of emergency via Resolution 20-3-2401; and

**WHEREAS**, on March 18, 2020, President Donald Trump signed the Families First Coronavirus Response Act (“FFCRA”), which expands the Family and Medical Leave Act (Emergency Family and Medical Leave Expansion Act), and creates a paid sick leave entitlement for certain eligible employees (Emergency Paid Sick Leave Act); and

**WHEREAS**, the provisions of the FFCRA allows employers to exempt “emergency responders” from provisions of the FFCRA; and

**WHEREAS**, on March 24, 2020, the State of Wisconsin issued Emergency Order #12, “Safer at Home Order”, in response to the emergency; and

**WHEREAS**, Paragraphs 1 and 12 of Emergency Order #12 (the “Order”) recognize that all services provided by local governments to ensure the continuing operation of the government body and provide and support the health, safety, and welfare of the public are considered “Essential Governmental Functions” that must continue during the duration of the Order; and

**POLICE DEPARTMENT**  
5211 Schluter Road  
222-0463

**COMMUNITY CENTER**  
1011 Nichols Road  
222-4167

**MONONA SENIOR CENTER**  
1011 Nichols Road  
222-3415

**FIRE DEPARTMENT**  
5211 Schluter Road  
222-2528

**WHEREAS**, the Order categorically exempts broad categories of local government employees from the restrictions contained therein and otherwise provides local governments with broad discretion to identify employees and contractors necessary for the performance of a local government's "Essential Governmental Functions"; and

**WHEREAS**, Section 54-5, "Emergency Regulations", Code of Ordinances, grants the Mayor the authority, by proclamation to promulgate and enforce such orders, rules and regulations relating to the conduct of persons and the use of property as shall be necessary to protect the public peace, health and safety, and preserve lives and property, and to ensure the cooperation necessary in civil emergency activities. Such proclamations shall be posted in a public place and may be rescinded by the Common Council by resolution at any time; and

**WHEREAS**, the purpose of this Declaration is to provide the process for identifying employees, categories of employment, positions and/or departments that are "emergency responders" under the FFCRA, and as a result, are exempted by the City from the provisions of the FFCRA.

**WHEREAS**, Monona residents, among others across the State, may be affected by COVID-19; and

**WHEREAS**, these conditions are requiring a multi-agency response; and

**WHEREAS**, Section 54-7, "Declaration of Emergencies", Code of Ordinances, provides the Mayor or the Emergency Management Director in the absence of the Mayor, shall issue all necessary proclamations as to the existence of such state of emergency and shall issue such disaster warnings or alerts as shall be required in the Disaster Plan; and

**THEREFORE, BE IT RESOLVED:**

1. The following positions in the City of Monona are hereby designated as "emergency responder" for the purposes of the application and implementation of the FFCRA:
  - a. Police Chief
  - b. Fire Chief
  - c. Public Works Director
  - d. Police Lieutenant
  - e. Police Sergeant
  - f. All Sworn Law Enforcement Officers
  - g. All Fire and EMS Personnel
  - h. Emergency Communications Center - Dispatchers
  - i. Public Works Operations Supervisor
  - j. Utility Foreman
  - k. Streets Maintenance Worker
  - l. Utility Maintenance Operator

**POLICE DEPARTMENT**  
5211 Schluter Road  
222-0463

**COMMUNITY CENTER**  
1011 Nichols Road  
222-4167

**MONONA SENIOR CENTER**  
1011 Nichols Road  
222-3415

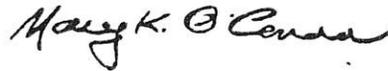
**FIRE DEPARTMENT**  
5211 Schluter Road  
222-2528

- m. Mechanic
- n. City Administrator

2. It is the intent of this Declaration to define the term “emergency responder” in the broadest sense possible consistent with the law to ensure and continue the City of Monona’s essential functions during this pandemic and time of emergency. Final determinations regarding the definition of emergency responder as applied to any employment position with the City shall be determined by the City Administrator and Mayor, with such decision being final.
3. This Declaration is effective immediately.

**BE IT FURTHER RESOLVED**, that the Common Council of the City of Monona be notified by the filing of the written declaration by the City Clerk on the first regular business day following the declaration and the City Clerk shall present the written declaration to the City Council for ratification at its first meeting following such declaration.

Declared this 31<sup>st</sup> day of March, 2020.



---

Mary O' Connor, Mayor

**City of Monona**  
**COVID-19 Emergency Sick Leave Policy for Emergency Responders**  
**April 1, 2020**



- I. **PURPOSE:** The purpose of this policy is to provide emergency paid sick leave for City of Monona emergency responders who are exempted by Mayoral Declaration from the provisions of the Families First Coronavirus Response Act (FFCRA).
- II. **POLICY:** The City of Monona shall provide up to 2 weeks of sick leave, in addition to the employee's normal sick leave allocation, to be paid at 100% of the employee's regular base wage or salary, to all full-time employees exempted from the provisions of the FFCRA who are unable to work or telework because:
- The employee tests positive for COVID-19.
  - The employee shows symptoms of COVID-19 and is awaiting test results.
  - The employee has been told to quarantine by a health professional or authority due to exposure to COVID-19.
- D. **Eligible employees:** the following employees are considered emergency responders for the purpose of this policy:
1. Police Chief
  2. Fire Chief
  3. Public Works Director
  4. Police Lieutenants
  5. Police Sergeants
  6. Sworn Law Enforcement Officers
  7. Full-Time Fire and EMS Personnel
  8. Full-Time Emergency Communications Center - Dispatchers
  9. Public Works Operations Supervisor
  10. Utility Foreman
  11. Streets Maintenance Workers
  12. Utility Operators
  13. Mechanic
  14. City Administrator
- E. **Hours and Use of Leave**
1. Qualifying employees will receive up to 2 weeks of leave. Total hours for the two weeks is based on the number of annual hours the employee works:
    - a. 2,080 annual hours (public works, police command staff): 2 weeks = 80 hours
    - b. 1,950 annual hours (police officers, dispatchers): 2 weeks = 75 hours
    - c. 2,920 annual hours (firefighters/paramedics): 2 weeks = 112 hours
  2. An employee with a COVID-19 diagnosis or one who is caring for a family member with a COVID-19 diagnosis may be eligible for traditional state and federal FMLA leave if they meet those requirements. Any applicable FMLA leave will run concurrently with this leave.

3. An employee who must care for a close family with a COVID-19 diagnosis may request leave per the City's Family Care Paid Leave policy, as adopted by the City Council on March 2, 2020. This includes employees covered by a collective bargaining agreement if the Family Care Paid Leave policy has been agreed to by the collective bargaining unit and the City.
4. Any emergency leave not used by December 31, 2020 will be forfeited.

### III. PROCEDURE:

- A. Employees must inform their supervisor by phone or email as soon as practical of their need to use leave under this policy.
- B. Supervisors should record this leave as time off on the department's regular schedule used to record paid time off. This leave should be specifically noted as Emergency COVID-19 leave so as to ensure that the leave is accurately tracked.

**City of Monona**  
**COVID-19 City Staffing Plan**  
**April 2, 2020**



- I. **PURPOSE:** The purpose of this interim plan (the “Plan”) is to provide a wage and benefits structure for all City employees during the City’s Declared State of Emergency related to COVID-19 pandemic. The objectives of this Plan are: 1) to provide reasonable accommodations to all City employees regardless of their ability to physically or remotely continue their work duties during Wisconsin Emergency Order #12 (Safer at Home Order); and 2) maintain employee morale by ensuring they continue to receive paychecks and full benefits during an uncertain time.
  
- II. **PLAN:** The City of Monona shall provide standard wage and benefits to all existing City employees, regardless of Full-time or Part-time status until **Tuesday, May 5, 2020**. This Plan also defines “Essential Employees” related to COVID-19 response and City operations, and telecommuting allowances for certain employees.
  - A. **Eligible employees:** the following employee classifications are covered under this Plan for purposes of wage and benefits payment:
    1. All Currently Employed Full-Time Employees
    2. All Currently Employed Part-Time Employees
    3. All Currently Employed and Scheduled Seasonal Employees
  
  - B. **Essential and Non-Essential Employee Designations:**
    1. **Essential Employees:** The following employees are designated as an “Essential Employee” as it relates to the City’s COVID-19 response, and shall continue to report to their designated duty stations until otherwise directed by the City Administrator and/or their Supervisor:
      - a. Police, Dispatch, and Fire/EMS Personnel
      - b. **Public Works Employees:**
        - Public Works Director
        - Operations Supervisor
        - Utility Foreman
        - Mechanic
        - Building Maintenance Lead
        - Public Works Crew Members on weekly rotating schedule as determined by the Public Works Director
      - c. **City Hall Staff:**
        - City Clerk and Deputy City Clerk (Elections)
        - Administrative Services Director (Personnel, Payroll, Office Management)
        - Finance Director (Finance/Utility Billing)
        - City Administrator (Emergency Management/Council Liaison)
      - d. Contracted Information Technology (IT) Staff, as needed
      - e. Parks Maintenance Staff for collection of trash in City facilities and for emergencies
  
    2. **Non-Essential Employees:** All other employees not listed in Section II.B.1 above are deemed “non-essential” based on Emergency Order #12 and shall not report to their duty-stations until otherwise directed by their supervisor or Department Head Director. Such employees are expected to remain in frequent contact with their Supervisor for work assignment updates.
  
    3. **Telecommuting:** All Non-Essential Employees who have the applicable job responsibilities and technical capabilities shall continue to work remotely (“telecommute”), until otherwise directed by their Supervisors. Such employees are expected to respond to citizen inquiries (related to their normal job responsibilities) via email and telephone in a timely manner. Employees are expected to

remain in frequent contact with their Supervisor for work assignment updates. Essential Employees listed in Section II.B.1 above may have the option to conduct their work remotely as approved by their Supervisor and/ Department Head Director.

C. Pay Calculation.

1. Full-time and permanent part-time employees will be paid their regular salary, including any overtime and differential payments if earned, and all benefits.
2. Hourly part-time employees will be paid for the hours they would normally be scheduled to work during this period. If those hours would vary, hours will be calculated using an average of their hours worked over the last six months.
3. Seasonal employees will be paid for the hours they would be scheduled to work during this time.

III. DURATION:

- A. This Plan shall remain in effect until May 5, 2020 or until otherwise modified or updated by the City Administrator and/or the Monona Common Council.