



Agenda Briefing

Date of Meeting: January 5, 2021

Responsible Department: Human Resources

Presenter: Yesenia Garza

Briefing Prepared By: Yesenia Garza

Strategic Focus Area: City Services

General Information / Subject:

The Families First Coronavirus Response Act (FFCRA) required eligible employers to provide Emergency Paid Sick Leave (EPSL) to employees out of work due to COVID-19 related reasons expired on December 31, 2020, and Emergency Family Medical Leave (E-FMLA) to care for a minor child if the school or place of childcare was closed due to public health emergency. 46

As the cases of the virus continue to rise, the city has had and continues to have intermittent cases internally with city staff who are affected by the virus and unable to work. This virus and its impacts are now expected to continue into 2021, and no additional federal legislation has been released to extend the current act. For this reason, Temporary Personnel Policy 2021-1 and 2021-2 are being proposed to include the following:

Temporary Policy 2021-1: Extend Deadline Date of Emergency Sick Leave from December 31, 2020 to April 30, 2021.

With continued access to employer-paid sick leave, employees will continue to play an important role in removing themselves from the workplace in order to reduce continued transmission of the virus in the case of exposure, infection or quarantine. The amendment will maintain the eligibility level of up to 80 hours of 'one time' paid sick leave in these cases. * This is a continuation from the previous policy and does not reset the benefit in the case of any past cases employees used emergency sick leave in 2020 for COVID related instances to date. It is a one time benefit.

Temporary Personnel Policy 2021-2: Extend Deadline Date of Emergency Family Medical Leave for Childcare Issues from December 31, 2020 to April 30, 2021.

With the previous E-FMLA, eligible employees were able to take protected leave in the case of their inability to work because of childcare issues due to public health emergency. The temporary extended policy would carry forward effective January 1, 2021, the added reason of childcare for E-FMLA up to 12 weeks. This was not applicable to Emergency Responders in the FFCRA and will not be applicable in this extended policy.

Executive Summary / Background:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

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Staff Recommendation:

**APPROVED BY:
(as appropriate)**

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Finance Director, if needed

Yesenia Garza

Date

12/22/2020

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Gayle Cook

Date

12/30/2020

City Manager

Date

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