



**EXECUTIVE ORDER 2020-02**

**AN EXECUTIVE ORDER TEMPORARILY UPDATING THE CITY'S PERSONNEL POLICY AND PROCEDURES MANUAL REGARDING SICK AND VACATION LEAVE DURING LOCAL EMERGENCY RESULTING FROM COVID-19**

WHEREAS, On March 18, 2020, the Mayor issued a Proclamation declaring a local emergency as a result of the COVID-19 pandemic;

WHEREAS, the City of South Salt Lake has adopted the Personnel Policies and Procedures Manual (the "Manual");

WHEREAS, SECTION XIV of the Manual sets forth the rate at which sick and vacation leave accrues and the appropriate usage;

WHEREAS, on March 18, 2020, the United States Congress passed and President Donald J. Trump signed into law, H.R. 6201, which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act;

WHEREAS, due to the COVID-19 pandemic and other considerations, the Mayor desires to adjust the available usage of vacation and/or sick leave; and

WHEREAS, the Mayor recognizes the critical role the City's emergency responders play in helping the City and the broader community and the importance of having those emergency responders available to continue that critical function;

NOW, THEREFORE, pursuant to the authority granted me by virtue of my office, I hereby issue this executive order.

- (i) Consideration of Vacation leave requests is suspended during the period the executive order is in effect.
- (ii) Requests to use Vacation hours for Emergency Pandemic Leave will be considered on a case-by-case basis.
- (iii) Per the Federal Emergency Paid Sick Leave Act all employees, including Emergency Responders, shall receive sick leave as provided in H.R. 6201.
- (iv) Per the Federal Emergency Family and Medical Leave Expansion Act all employees, with the exception of Emergency Responders, shall be entitled to paid FMLA leave as provided in H.R. 6201.
- (v) Any employee exhibiting any symptom associated with COVID-19 shall immediately contact their direct supervisor and Human Resources.

**CHERIE WOOD**  
MAYOR

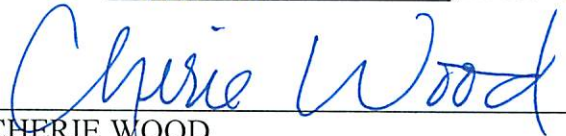
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- (vi) Under the following circumstances employees will be subject to a pandemic quarantine and shall isolate and not report to their regular work station or any other City facility:
  - a. Any employee who has traveled to a location with a CDC travel health notice
  - b. Any employee who has had close contact (within 6 feet) for a prolonged period of time with an individual with a confirmed COVID-19 diagnosis.
  - c. Any employee who has exhibited any symptom associated with COVID-19.
- (vii) Employees shall not travel outside of a 150 mile radius of the City.
- (viii) Employees in the work place shall refrain from unnecessary travel to other employee's work stations or within any City facility and, to the extent practicable, shall limit themselves to their regular work station, unless otherwise directed by their department director or the Mayor or her designee.
- (ix) Employees with individual situations who are unable to report to work shall contact the Mayor's Office for further direction.

The importance of all employees in limiting the spread of COVID-19 cannot be overstated. This executive order is intended to empower each employee to take the appropriate steps to care for themselves, their families, and the broader community so we as a City can do our part in flattening the curve and hopefully preventing further illnesses and deaths. I recognize that spouses and significant others of our emergency responders may need to utilize the new paid FMLA benefit through their employer and this executive order is intended to assist and encourage those individuals in securing that benefit. The COVID-19 pandemic has forced unwanted and uncomfortable adjustments in all of our lives. It is my hope that through this executive order you and your families will find some comfort in your ability to take the time needed to provide care for yourself and others while still receiving pay.

THIS ORDER IS TO TAKE EFFECT IMMEDIATELY and shall supersede and replace any conflicting City policy or order for the duration of the emergency.

DATED THIS 20<sup>th</sup> DAY OF march, 2020.

  
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 CHERIE WOOD  
 MAYOR

ATTEST:

  
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 CRAIG D. BURTON



CITY RECORDER