

LAKE CHELAN RECLAMATION DISTRICT

MANSON, WASHINGTON

RESOLUTION 20-06

AUTHORIZATION FOR ADOPTION OF TEMPORARY POLICY FOR PAYMENT OF
EMPLOYEE WAGES AND BENEFITS DURING THE 2020 PUBLIC HEALTH
EMERGENCY AND/OR PANDEMIC

This Resolution 2020-06 is effective retroactive to March 23rd, 2020 and extends until the declared state emergency is over or at the discretion of the Lake Chelan Reclamation District Board of Directors.

WHEREAS, the governor of the State of Washington declared a State of Emergency on February 29, 2020 for the purpose of protecting public health; and

WHEREAS, the District Board of Directors support taking precautions to protect district employees; and

NOW THEREFORE BE IT RESOLVED, that the temporary policy "Payment of Employee Wages and Benefits During a Public Health Emergency" is hereby approved as set forth on the attached Exhibit 'A'.

Adopted this 14th day of April, 2020 at the regular meeting of the Board of Directors.

LAKE CHELAN RECLAMATION DISTRICT

BY:



President

ATTEST:



Secretary-Manager

EXHIBIT 'A'

TEMPORARY POLICY - PAYMENT OF EMPLOYEE WAGES AND BENEFITS DURING A PUBLIC HEALTH EMERGENCY

1. PURPOSE

The purpose of this temporary policy is to provide guidance and establish procedures in the 2020 declared public health emergency which may affect the operations of the Lake Chelan Reclamation District and/or pose a risk to the health or safety of staff and the community at large.

2. DEFINITION of Closure Pay

Payment of regular wages and benefits during closure of District facilities during a pandemic, outbreak, or proclamation of a public health emergency.

3. STAFF PROCEDURES

The following procedures are established to minimize illness exposure and maintain continuity of District operations during the 2020 declared health emergency. Recommendations of public health professionals will be considered when making all decisions regarding staff, public interaction, and District function. Closure Pay will be granted for employees given leave for the reasons stated below or at the discretion of the manager.

- A. Procedures to help minimize the spread of germs shall be adhered to as recommended by public health professionals.
- B. Employees who contract a communicable illness or are experiencing symptoms of same are prohibited from coming to work and are encouraged to consult their physician. Exceptions as determined by the manager or designee.
- C. Employees reporting to work who exhibit symptoms of a communicable illness may be sent home and encouraged to consult their physician, if possible.
- D. If the illness of an employee or member of an employee's household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the personnel policies. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours (or any longer applicable period as determined by the appropriate health authority) or are deemed no longer infectious by a medical professional. In either case, the District may require employees who have been away from the workplace due to illness during the pandemic to provide a doctor's note certifying fitness to return to work.
- E. If an employee has traveled out the country during the 2020 pandemic illness, they will be placed on paid administrative leave for two weeks upon return.

- F. If quarantine of an employee is necessary due to potential exposure to an outbreak or pandemic illness, the employee shall be placed on paid administrative leave for the duration of their quarantine.

4. OFFICE PROCEDURES

If a pandemic illness or outbreak becomes widespread in the community, as determined by state or local health authorities or the CDC, such that it rises to the level of a direct threat to other employees or the public, the District may close the main office to both employees and the public. At the discretion of the manager, or designee, the District may alter business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:

- A. Temporary emergency procedures to minimize in-person contact between employees which may include alternating work schedules, greater use of electronic communications, and remote access when applicable.
- B. Limiting or halting service at the office counters/areas where front-line services are provided.
- C. Partial work from home schedules: some staff may be permitted or assigned to work from home, at the manager's, or designee's, discretion.
- D. District facilities may be closed. Non-exempt and exempt staff will receive Closure Pay for those hours in which they are unable to work from home. Closure Pay will only be made available to staff who are scheduled to work on the day(s) on which District facilities are closed. Those who are on a planned absence, such as vacation leave, must use vacation leave for the duration of their scheduled leave period.

5. ESSENTIAL PERSONNEL ADDITIONAL LEAVE PROVISION

Some employees will be considered 'essential' and required to work at the discretion of the manager, or designee. Essential employees shall be granted an additional allotment of paid vacation leave as determined by the District Board. For the first weeks beginning March 23rd, 2020, and ending May 1st, 2020, this allotment will be calculated as 20% of worked hours because of 'essential' status and not to exceed 40 hours total. Further additional leave will be considered by the District Board in the regular May board meeting.