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- Discussion of Resolution No. 462 -
Revisions to Employee Handbook Related to Layoffs
and Furlough Policies

June 22, 2020



BUSINESS NEED

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- Current Layoff language was drafted and implemented in 2011.
- COVID-19 highlighted the need for organizations to review and update policies
- Organizational agility is an essential element for policies



LAYOFF POLICY CHANGES

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- Adds employee right to meet with decision maker prior to implementing layoffs
- Offers City Manager alternatives to mitigate layoffs
- Modifies severance package to a graduated scale based on years of service

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SEVERANCE PACKAGE PROPOSAL

Years of Service	Severance Package
1 – 4 years	2 weeks salary + 10% sick leave
5 – 9 years	4 weeks salary + 10% sick leave
10 – 19 years	8 weeks salary + 10% sick leave
20+ years	12 weeks salary + 10% sick leave



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WORKFORCE DEMOGRAPHICS

Years of Service	Number of Employees	Percent of Workforce
< 5	106	58%
5 – 9	25	14%
10 - 19	37	20%
20+	15	8%
Total	183	100%



FURLOUGH POLICY

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- ✓ Defines furlough as a temporary unpaid leave of absence
- ✓ Illustrates increments of a furlough (day, partial week, full week, months)
- ✓ Makes clear that benefits remain intact for furloughs of less than 3 months
- ✓ Notes employee may self-pay for benefits continuation for furloughs longer than 3 months
- ✓ Affirms employee right to return to their job after a furlough
- ✓ Highlights EAP, unemployment compensation, worker training programs, and other support services available to an employee during furloughs



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Following the discussion tonight, absent any changes or follow-up items desired by Council, staff recommend that Council adopt Resolution No. 462, which would amend the Employee Handbook on the subjects of Layoff and Furlough, when this item returns to Council for consideration on July 13, 2020

