



# TEMPORARY EMERGENCY ORDER of the City Manager

<h2 style="margin: 0;">COVID-19 Public Health Emergency Pay and Leave for Regular City Employees, Emergency Paid Sick Leave and Expanded Family and Medical Leave</h2>		Category: COVID-19	
		Number: 7.4	
		Classification: Employee Compensation	
<b>Effective Date:</b> 12/01/2021 – 05/31/2022 or until terminated by City Manager	<b>Effect:</b> Amends Emergency Order 7.0, issued January 4, 2021, as amended by Emergency Order Nos. 7.1, 7.2, and 7.3	<b>Policy Originator:</b> City Manager	<b>Approved By:</b> City Manager  <hr style="width: 100%; border: 0.5px solid black;"/> Debbie Tarry Date Issued: ___11/16/21___

### 1. PURPOSE/SCOPE:

The purpose of Temporary Emergency Policy No. 7 is to provide guidance and establish procedures regarding the use of paid leave and pay for City employees under the COVID-19 Health Emergency declaration. Temporary Emergency Order No. 7, issued January 4, 2021, established the following policies:

- COVID-19 Donated Leave Pool Policy**
- City Closure Pay Policy**
- Emergency Paid Sick Leave Act Policy**
- Expanded Family and Medical Leave Policy**

Temporary Emergency Policy No. 7 was amended on three (3) previous occasions so as to extend coverage to additional City employees and to extend the effect date.

### 2. AMENDMENTS

#### 1. Expiration date:

Temporary Emergency Order No. 7, as amended by Temporary Emergency Order Nos. 7.1, 7.2, and 7.3 shall be amended to expire at 11:59 pm Local Time on May 31, 2022, PROVIDED that if the Washington State Governor terminates the State of

Emergency established by Proclamation 20-05, as amended, or the City Manager terminates the Declaration of Local Public Health Emergency ratified by the adoption of Resolution No. 454, this Policy shall expire on the effective date of termination, whichever comes first.

## **2. Application of Amendments to Sections**

**Section 5(C) Emergency Paid Sick Leave Act (EPSL) Policy is amended as follows:**

**C. Emergency Paid Sick Leave Act (EPSL) Policy (Effective 4/1/2020 – 3/31/2021 8/31/2021 12/1/2021 5/31/2022 except as provided in Section 1 Expiration Date above)**

### **9. Duration of Benefits, Carryout, and Payout**

Emergency Paid Sick Leave will be available until 11:59 pm Local Time, ~~March 31, 2021 August 31, 2021 November 1, 2021 December 1, 2021~~ **May 31, 2022 except as provided in Section 1 Expiration Date above**). Any unused portion of this leave entitlement shall not carry over to the next year or be paid out to employees.

### **3. NO OTHER AMENDMENTS:**

This Amendment extends the expiration date. All other policies, definitions, and procedures set forth in Temporary Emergency Order No. 7, issued January 4, 2021, and as amended by Temporary Emergency Order Nos. 7.1, 7.2, and 7.3, remain in full force and effect.