



City of New Castle, Indiana

Greg York, Mayor

MAYOR EXECUTIVE ORDER

To: All City Department Heads

Date: 04/07/2020

Pandemic Leave Policy

In event of a Pandemic declaration by the World Health Organization or public health emergency declaration by the United States or State of Indiana and the declared pandemic or public health emergency threatens employees of the City of New Castle, the following pandemic leave policy will be effective and apply to all employees, full and part time.

I. Ordered to Stay Home

If an employee meets the conditions in one of the three classes listed below, the employee will be ordered to stay home from work:

1. Employee tests positive for the underlying condition as declared in the pandemic declaration.
2. Employee either shows symptoms of the underlying condition or lives with someone or is regularly exposed to someone that has the underlying condition or symptom or is believed to have the underlying condition.
3. Employee has travelled to a high-risk location as determined by the CDC or has been exposed to someone that either has the underlying condition or exhibits symptoms of the underlying condition but has not tested positive.

Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave. Employee leave will be determined by the Department Head or his/her designee for employees and based on the circumstances of the occurrence with advice from a health care professional.

Employee will not be allowed to return to work until they are determined that they do not present a health risk of the underlying condition of the declared pandemic or public health emergency to other employees or officials of the City.

II. Closing City Facilities

If the City facilities are ordered to be closed and civilian employees are instructed not to come to work, employees shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave. If an employee is able to continue to work remotely, the supervisor shall determine the work from home arrangement. Essential employees may be required to work during closure, either at the City facility or remotely, as determined by their supervisor.

III. Remaining Open: High Risk Employees

If City facilities remain open but an employee who is considered high risk because of age, compromised immune systems, or other health condition may be authorized to stay home from work. Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

If an employee is able to continue to work remotely, the supervisor shall determine the work from home arrangement. Essential employees may be required to work remotely as determined by their supervisor.

IV. Allocating Pandemic Leave Time

If an employee works remotely, the employee should document their time worked and then the employee's total time will be allocated appropriately to either hours worked or pandemic leave hours. This should be documented through the time-keeping system using the pay codes given by the payroll department.

V. Pandemic Leave for Care of Child

An employee may use pandemic leave to care for a child whose school has been closed due to the pandemic or public health emergency. Parents of children who are symptomatic and who are staying at home in self quarantine may also take this leave.

VI. Expected Behavior While on Pandemic Leave


In order to ensure that essential city functions continue throughout the pandemic, we encourage department heads to reduce or adjust their staffing levels and/or work schedules to limit exposure. Any employees instructed not to report to work shall be considered on-call if the supervisor deems necessary. If an employee is instructed not to come to work, the employee is expected to follow the guidelines established by the CDC regarding activities and behavior to mitigate the spread of the pandemic or the cause of the public health emergency. Employees should not go on vacation during pandemic leave.

VII. Ambulance Service, Police and Fire Activity During Pandemic or Emergency Declaration

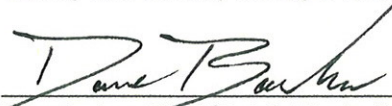
Ambulance Service and sworn Police officers and Firefighters are deemed essential personnel for public safety purposes. Public Safety personnel will be authorized to respond to emergency calls only if directed by City Officials. Police officers shall engage complainants, victims, and witnesses by telephone if at all possible. Officers shall complete routine police reports by phone to avoid any and all physical contact with the public. Secondary services such as fingerprinting, community enrichment programs, and other administrative tasks shall be suspended immediately. The Fire Department may limit calls for service to fires, vehicle accidents, and all other potentially life-threatening calls for service. These directives are designed to protect the general public and the public safety personnel from unnecessary exposure. Ambulance Service will follow all safety precautions deemed necessary to protect response employees.

VIII. Essential and Non-essential Employees

Essential employees shall be determined on a case by case basis by the supervisor of the employee.



Greg York, Mayor



Dave Barker, Dir. Of Public Works & Safety