



AGENDA 106  
DATE 5.19.20  
Internal Memo

May 14, 2020

Council Meeting of May 19, 2020  
Subject: COVID-19 Compensation/  
PTO Carry Over Policy Exception

The Honorable Mayor  
and  
Members of the City Council

Ladies and Gentlemen:

Since March 13, 2020 City employees have been working swing shifts, from home and on-call to limit exposure to the COVID-19 virus. However, the exception to that has been Police Officers, Firefighters and administrative staff in the Clerk's Office. They have been working regular shifts and, in some cases, overtime. Vacations were cancelled, shift changes were implemented and police officers, for example, are required to stay within two hours travel distance and required to be on-call 24/7.

As a token of appreciation, I am recommending that these employees receive eight hours of paid leave time for every week worked from March 13, 2020 to May 18, 2020 (May 5 for Clerk's Office staff). The paid leave time would not expire. This will allow department directors to schedule the time off more easily without compromising services or incurring overtime.

Additionally, I am recommending that all employees be allowed to carry over unused vacation and personal time to December 31, 2020. The current policy allows employees to carry over up to 50% of their annual accrual on June 30 and personal days must be used by that date or forfeited. Due to the pandemic, employees who had planned spring vacations were not, and likely will not, be able to take those vacations prior to June 30.

A resolution is attached for the City Council's consideration.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mark C. Meyers".

Mark C. Meyers  
City Administrator

## RESOLUTION

WHEREAS, the COVID-19 pandemic has significantly disrupted work schedules since March 13, 2020 with Police Officers and Firefighters working full shifts, the cancellation of all planned vacation time, a requirement to stay within two hours travel distance of work, a requirement to be on-call during days off and their increased exposure to the virus, as well as City Clerk's Office employees who worked daily while other employees worked swing shifts;

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores City Council hereby approves Police Officers and Police Supervisors, Firefighter-Drivers, Administrative Services Department Administrative Assistant and City Clerk receiving eight hours of paid leave time for every week worked from March 13, 2020 to May 18, 2020 (May 5 for Clerk's Office staff);

BE IT FURTHER RESOLVED, that all employees of the City with unused vacation and personal days on June 30, 2020 shall be allowed to carry over their annual accruals and personal days until December 31, 2020

At a regular meeting of the City Council of the City of Norton Shores, held remotely on the 19<sup>th</sup> day of May 2020, the foregoing resolution was moved for adoption by Council Member . The motion was supported by Council Member .

Ayes:

Nays:

Absent:

Resolution declared adopted/denied.

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Shelly Stibitz, City Clerk