



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

1. COMMON COUNCIL
2. ADMINISTRATIVE
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CHAPTER: Employee Benefits
SUBJECT: Public Health Emergency: Emergency Responder Sick Leave Policy
POLICY NUMBER: 3.522
PAGES: 4
APPROVAL DATE: April 1, 2020
Approved by City Administrator via Declaration of Emergency
(Resolution 2020-09)

REVISION DATE:
PERMANENT DELETION DATE: June 15, 2020
DEPARTMENTS OF PRIMARY RESPONSIBILITY: All City Departments

I. POLICY

In response to the public health crisis created by the pandemic spread of the COVID-19 virus (“coronavirus”), the City desires to provide and maintain a safe and healthy workplace, complying with applicable laws.

This Policy is intended to provide employees designated as emergency responder employees with information regarding available sick leave during this public health emergency. Should you have any questions about this Policy, please contact Human Resources.

II. ELIGIBILITY

The following positions have been identified as emergency responders:

- City Administrator
- Police Chief
- Assistant Police Chief
- Police Lieutenants (Detective Bureau and Patrol)
- Police Officers
- Police Detectives
- All sworn law enforcement personnel
- Ordinance Enforcement Officers
- Fire Chief

- Deputy Fire Chiefs
- Fire Lieutenants
- Firefighters/Paramedics
- Firefighter/EMTs
- All firefighting personnel (exempt Administrative Associate)
- Public Works Director
- City Engineer
- Street Superintendent
- Assistant Street Superintendents
- All Street Division Staff (exempt Administrative Associate)
- Wastewater Superintendent
- Assistant Wastewater Superintendent
- All Wastewater Operators
- Parks and Recreations Director
- Parks Superintendent
- Assistant Parks Superintendent
- All Parks Maintenance Workers
- Zoo Manager
- Supervisor/Inspector III
- Communications Director

III. QUALIFYING REASONS FOR PAID SICK LEAVE

For employees who are classified as emergency responders and exempted from the Emergency Paid Sick Leave Policy (EPSLA) provisions of the Families First Coronavirus Response Act (FFCRA) and who are eligible for paid sick leave under the City of Marshfield's current personnel policies, the City will provide up to 80 hours of additional paid leave to be used during the first fourteen calendar days by those emergency responders who are unable to work (or telework) due to one of the following reasons:

1. The employee tests positive for COVID-19;
2. The employee has been ordered or directed to self-quarantine by a doctor due to COVID-19 contact or symptoms; or
3. The employee has been directed by Marshfield leadership, a Department of Health or a designee of a Department of Health to self-quarantine due to exposure to COVID-19.

The City of Marshfield may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available, including FMLA benefits to run concurrently where permitted. The employee may also use his or her own paid leave.

Paid leave is not available if the employee is able to telework and the telework has been approved by the immediate supervisor. Once an employee begins taking paid sick leave for one or more of these qualifying reasons in Section III, the employee must continue to take paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave. This limit is imposed because if the employee is sick or possibly sick with COVID-19 the intent is to limit the employee's exposure to others.

IV. REQUESTING PAID SICK LEAVE

Emergency responders may request this leave either orally or in writing, including email to the Human Resources Manager. A request form is included in this policy and may be used for request purposes. Documentation of the reasons for the leave will be required and may include a medical note, an e-mail or a letter from a health care provider.

V. EFFECT ON EXISTING POLICIES

This Policy is not intended to replace any existing leave or paid time off policies maintained by the City. Paid sick leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the City's existing policies.

VI. NONDISCRIMINATION AND NO RETALIATION

The City strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against any employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, paid sick leave under any section of this Policy will not serve as a negative factor or count against any employee for purposes of meeting the City's attendance requirements.

VII. EXPIRATION

This Emergency Responder Sick Leave expires on June 15, 2020.

VIII: AGREEMENT

This added leave benefit does not apply to employees covered by a collective bargaining agreement unless agreed to by the collective bargaining representative and the City of Marshfield.



Emergency Responder Paid Sick Leave Request Form

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|------------------------|--|
| Employee Name (PRINT): | |
| Job Title: | |
| Department: | |

I am requesting leave pursuant to the Emergency Responder Paid Sick Leave Policy. My need for leave is based on (select one of the following):

- 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 3. The employee has been directed by Marshfield leadership, a Department of Health or a designee of a Department of Health to self-quarantine due to exposure to COVID-19.

I will need leave from _____, 2020 until _____, 2020.

Sincerely,

Signature: _____ *Date:* _____

Please submit all requests to Amy Krogman, Administrative Specialist/HR Assistant at amy.krogman@ci.marshfield.wi.us

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|----------------|--|
| HR Use Only: | |
| Date Received: | |