



City of Marshfield *Memorandum*

TO: All Employees
FROM: Steve Barg, City Administrator
Jennifer Rachu, Human Resources Director
DATE: 03/31/2020
RE: Families First Coronavirus Response Act and Notice of New City Policies

The pandemic spread of the COVID-19 virus (“coronavirus”) has affected our daily lives profoundly. We are now under declarations of National, State and Local States of Emergency. Under the City of Marshfield’s Emergency Declaration/Resolution, 2020-09. In accordance with this authority, this memo discusses two matters of City policy.

New Policies: On Wednesday, March 18, 2020, the Families First Coronavirus Response Act (“FFCRA”) was signed into law. As a result of this new law, the City brings to your attention two new workplace policies that are scheduled to take effect on April 1, 2020. The City is adopting these policies in order comply with the recently enacted FFCRA, and in furtherance of our City-wide effort to limit the spread of coronavirus among our employees and the general public while maintaining staffing and availability of emergency responders to maintain public health, order, safety, and essential services. Please find attached the City’s Public Health Emergency: Family and Medical Leave Policy (3.528) and the Emergency Paid Sick Leave Policy (3.521) required by the FFCRA, and the City’s Emergency Responders Sick Leave Policy (3.522).

The policies provide eligible employees with entitlement to paid leaves of absence necessitated by the coronavirus. Please review the policies carefully, as they contain important information regarding eligibility, rights, and responsibilities for paid and unpaid leave. The rights and responsibilities identified in the policies reflect those established under the applicable provisions of the FFCRA and City authority. The benefits available under the FFCRA policies take effect beginning April 1, 2020 and sunset on December 31, 2020. Emergency Responder Paid Sick Leave takes effect beginning April 1, 2020 and sunsets on June 14, 2020. Please note that, unless you are notified of revisions to other City policies, they will remain in full force and effect. Further guidance on the FFCRA is forthcoming from the appropriate governmental agencies. We strongly encourage you to familiarize yourself with the policies. All City Employees are required to use the forms that have been newly created in order to access the FFCRA leaves.

Existing Sick Leave Policies: The City is relaxing use of the City’s rules for eligible use of sick leave under existing policy to now temporarily permit use of accrued sick leave when the employee is placed on leave, as directed by the City Administrator in conjunction with the Department Head or a Department of Health, due to COVID-19 exposure even though the

employee is not exhibiting COVID-19 symptoms. This temporary relaxation of the rules expires June 30, 2020 unless extended by the City. Employees who voluntarily travel out of state or to areas of community spread and are not allowed to report for work may not use sick leave based on this temporary relaxation. Employees are discouraged from traveling as such travel may subject the employee to peril. This paragraph regarding relaxation of the use of sick leave does not apply to employees covered by a collective bargaining agreement unless agreed to by the collective bargaining representative.

Please direct all related inquiries to Human Resources, who will be happy to discuss these policies with you and how they may affect your unique circumstances.