

**ORDER NO. 20-02 (EMPLOYEE OPERATIONS POLICY) OF THE
DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF
BRENTWOOD, CALIFORNIA**

WHEREAS, the California Emergency Services Act (Government Code Sections 8550, et seq.) authorizes the proclamation of a local emergency when conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a city exist; and

WHEREAS, per Government Code Section 8630, such an emergency may be proclaimed by the governing body or by an official designated by ordinance adopted by the governing body; and

WHEREAS, Section 2.16.060(A)(1) of the Brentwood Municipal Code empowers the City Manager as the Director of Emergency Services to proclaim a local emergency when the City of Brentwood ("City") is affected or likely to be affected by a public emergency and the City Council is not in session; and

WHEREAS, following the declarations of State and National Emergency, on March 16, 2020, the Director of Emergency Services proclaimed a local emergency in the City of Brentwood due to the COVID-19 Pandemic (the "Proclamation"), which was ratified by the City Council on March 17, 2020, by Resolution No. 2020-36; and

WHEREAS, the Proclamation closed, or significantly limited to the public all City facilities; and cancelled or postponed all non-essential City sponsored meetings and events; and

WHEREAS, the Proclamation also put into effect the City's emergency procurement practices; and

WHEREAS, on March 16, 2020, the City Manager, acting in his role of Director of Emergency Services, directed the Director of Human Resources and Director of Finance and Information Systems to notify all City employees that, effective, March 17, 2020 through April 7, 2020:

1. The City will cease non-essential operations and services at physical locations.
2. During this declared emergency, Department Directors have identified essential services that must be provided and those services that are non-essential.
3. Any employee sent home due to the closure will be on paid leave and not required to use accruals, unless sick and unable to telework.
4. As determined by the appropriate Department Director, many essential employees have been requested to continue working, and other essential employees are teleworking.
5. All employees who are sent home should remain available and ready for work in the event the City requires them to either report for work or telework; and

WHEREAS, also on March 16, 2020, the County Health Officer issued an order (the "March 16, 2020, County Health Order") that directed individuals living in the County to shelter at their place of residence unless they are required to engage in certain essential activities, work for essential businesses, or provide essential governmental services, through April 7, 2020; and

WHEREAS, the March 16, 2020 County Health Order also directed all businesses and governmental agencies to cease non-essential operations at physical operations in the County; prohibited all non-essential gatherings of any number of individuals; and ordered cessation of all non-essential travel; and

WHEREAS, on March 31, 2020, the County Health Officer issued Order No. HO-COVID19-03, which, among other things, superseded the March 16, 2020 County Health Order, clarified and strengthened selected terms of the March 16, 2020 County Health Order, and extended the duration of the shelter in place regulations through May 3, 2020; and

WHEREAS, the Families First Coronavirus Response Act (FFCRA) requires the City to provide eligible employees with paid sick leave and expanded family medical leave for specified reasons related to COVID-19 effective April 1, 2020 through December 31, 2020; and

WHEREAS, to ensure safe and efficient governmental operations for City employees and the public, as well as to memorialize actions taken immediately following the proclamation of a local emergency, the City Manager, acting as the Director of Emergency Services, finds it necessary to adopt an employee operations policy for the duration of the local emergency; and

NOW THEREFORE, IT IS HEREBY ORDERED by the Director of Emergency Services of the City of Brentwood that during the existence of this Local Emergency affecting the City of Brentwood:

1. Employee Operations Policy. To ensure safe and efficient governmental operations for City employees and the public, as well as to memorialize actions taken immediately following the proclamation of a local emergency, the Employee Operations Policy, attached hereto as Exhibit "A", is adopted and in place until the lifting of the declared local emergency.
2. Effective Date. The foregoing shall be effective immediately.

DATE AND TIME:

4/3/20 3:25pm



Tim Y. Ogden, Director of Emergency Services

Exhibit "A"

City of Brentwood COVID-19 Employee Operations Policy

A. Essential Staffing Plans

On March 16, 2020, all City Departments began implementing staffing plans to support the limited provision of services to the public in alignment with all directives and protective orders issued by the Contra Costa Public Health Officer to date. There is a minimal number of essential City staff for each City Department on-site at City facilities, with most other employees working remotely from home.

B. Teleworking

Department Directors have identified essential services that must be provided and those services that are non-essential. Any employee sent home without the expectation of performing work from their home due to the closure will be on paid leave and not required to use accruals, although subject to change prior to the lifting of the declared local emergency. Employees who are sent home without the expectation of performing work from their homes should remain available and ready for work in the event the City requires them to either report for work or telework.

As determined by the appropriate Department Director, some employees have been requested to work from home ("telework"). While not all positions are conducive to teleworking, those positions with primary job duties that can be effectively performed remotely will be considered.

1. Non-exempt employees

Non-exempt employees working from home must adhere to proper break/lunch times and are directed not to work overtime unless pre-approved by their supervisor.

2. Overtime

Unless expressly authorized by your supervisor, no one is to work overtime hours while working remotely.

3. Emails

The automatic deletion of emails older than 30 days will not be in effect during this emergency.

C. Timesheets

Timesheets will be filled out in the usual manner. There is no special code for those working from or sent home, unless there is overtime approved and tied to COVID-19 impacts. Employees not available to work are required to use appropriate sick, vacation, or other leave accruals as approved by their supervisor. Employees will coordinate with their departmental timekeeper as needed to ensure an uninterrupted payroll process.

D. Disaster Workers

All City employees are deemed disaster workers under State law and may be called upon to provide disaster services.

- E. Retired Annuitants
The City may elect to engage retired annuitants under the conditions set forth in any applicable Executive Order issued by the Governor of the State of California (including, but not limited to, N-25-20) and/or CalPERS' directive throughout the duration of the Local Emergency.
- F. Travel and Conferences
All non-essential employee travel will be halted through June 1, 2020, except to meet licensing or certification requirements for an employee's current job.
- G. Part-Time Employees
Effective April 6, 2020, no temporary part-time employee performing non-essential services will be scheduled for further work.
- H. Recruitments
Unless approved by the City Manager/Emergency Services Director and applicable Department Director, all personnel recruitments are suspended.
- I. Employee Assistance Program (EAP)
Employees may access information about EAP services to help employees cope with COVID-19 or other personal life challenges.
- J. Training and Career Development
Employees should consider completing online training courses, webinars, or pursuing career development opportunities that do not require travel. Employees deemed non-essential should coordinate with their supervisors to pursue these opportunities if not otherwise assigned a full workload.
- K. Expenditures
All non-essential expenditures will require Department Director approval prior to purchase.