

Families First Coronavirus Response Act (FFCRA)

Emergency Responder Paid Sick Leave Policy

Following this guidance from the Department of Labor, the Village, by Resolution No. 04-2020, is excluding employees who are responsible for responding to medical, fire, public safety and police emergencies, as well as those employees necessary to respond to public health emergencies related to the Village's water, wastewater and streets infrastructure. The following is a list of employees currently considered as emergency responders (the Village may revise this list as needed as the COVID-19 emergency continues):

- VILLAGE ADMINISTRATOR/ CLERK
- FINANCIAL DIRECTOR
- POLICE CHIEF
- POLICE LIEUTENANT
- ALL SWORN LAW ENFORCEMENT OFFICERS
- POLICE ADMINISTRATIVE ASSISTANT
- DIRECTOR OF PUBLIC FACILITIES
- PUBLIC FACILITIES I
- PUBLIC FACILITIES II
- WWTF OPERATOR
- TELECOMMUNICATOR

EMERGENCY RESPONDER PAID SICK LEAVE

The Village is extending the following Emergency Responder Paid Sick Leave benefit, which will apply to individuals who have been exempted from coverage under the Families First Coronavirus Response Act as an emergency responder. This benefit may be used when an employee is unable to work for one of the following reasons:

- 1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 issued by the CDC, DHS or Dane County Health Department.
- 2) The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Full-time employees receive 80 hours of Emergency Responder Paid Sick Leave, and part-time employees receive Emergency Responder Paid Sick Leave equivalent to the number of hours that employee would work on average over a two-week period.

Emergency Responder Paid Sick Leave is paid at 100% the employee's regular rate of pay up to \$511/day and \$5,110 total. Employees should use the pay code "EVTO" or "Emergency Virus Time Off" to report hours used under this benefit.

The Emergency Responder Paid Sick Leave benefit shall be retro-active to April 1st, and ends no later than December 31, 2020. This benefit shall expire in conjunction with the Emergency Paid Sick Leave portion of the Families First Coronavirus Response Act.

Note: If telecommuting work is available and offered, an employee is not eligible for pay under this City policy.

Adopted this 27th day of April, 2020.

Signed: 
Jay Lengfeld, Village President

Attest: 
Bill Chang, Village Administrator/Clerk