

City of Holland Local State of Emergency

Resolution 2020.11

Declared by the Mayor and Extended by the Holland City Council on April 1, 2020

AUTHORITY FOR ACTION:

On March 10, 2020, Governor Gretchen Whitmer declared a state of emergency related to the COVID-19 pandemic. On April 1, 2020, in response to the COVID-19 state of emergency, Mayor Nathan Bocks declared a Local State of Emergency, conferring certain powers to “make, amend, or rescind ordinances or rules necessary for emergency management purposes” jointly to the Mayor and City Manager as allowed under the State of Michigan Emergency Management Act, 1976 PA 390, as amended, and also the City of Holland Emergency Management Plan. The Holland City Council then adopted Resolution 2020.11 on April 1, 2020, which in part extended the local state of emergency until May 7, 2020.

BACKGROUND:

Section 2.10 in the City of Holland Code of Ordinances reads that, “The personnel policies established in this article shall be carried out in accordance with an employee handbook, rules, regulations and procedures adopted by resolution of the City Council. The administration of such employee handbook, rules, regulations and procedures shall be the responsibility of those charged with the management, supervision and control of the appropriate unit of government under the applicable provision of the City Charter. To the extent that the City shall adopt an employee handbook for City employees, the employee handbook shall apply and prevail in the event of a conflict or interpretation of this article.”

EMERGENCY ACTION 2020-1: Employee Rules: Payroll Regulations and Procedures

The employee rules, and specifically the payroll regulations and procedures that will be altered during the COVID – 19 pandemic, are as follows;

- Allow employees who have a “frozen” Medical Leave Bank (aka Sick Bank) to use those hours to make up for hours they were unable to work, and not require them to use 40 hours of Paid Time Off (PTO) first. This is limited to the initial “Stay Home” executive order through April 13, 2020.
- Not require employees to exhaust Paid Time Off (PTO) before taking any unpaid time.
- Relax all maximum caps on payroll accruals (PTO, vacation, and comp time), so that employees who either are unable to take scheduled time off and/or by working would otherwise reach the maximum cap and “lose” those accrued hours.
- Allow covered employees to remain on the City’s group health insurance plans and only pay their portion of the premiums, even if they are not receiving enough paid time to cover the cost. These employees can either be invoiced and pay for their premiums by check, or we can arrange for them to reimburse the City in future pay periods (double deductions once they return to their normal work schedule).

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- The creation of a "COVID - 19" bank of payroll hours for all active full and part time employees. Full time employees will receive a one-time deposit of 40 hours into their bank, and part time employees will receive a one-time prorated amount of hours into their bank (amount is based off their regular work schedule). This COVID - 19 bank is intended to both "bridge" and assist employees that have not been able to work their regular hours from the beginning of the pandemic until the Families First Coronavirus Response Act (FFCRA) federal provisions took effect on April 1, but also to recognize a sense of equity across the workforce for those employees that have continued to work hours in essential roles.
 - This bank can be used by employees that have not been able to work their regular hours since the beginning of the pandemic, or continue to have limited hours.
 - Those employees who have continued to provide essential services to the community will be able to use their bank of hours in the future.
- The FFCRA federal provisions will apply and constitute the provisions available to employees after April 1, 2020. The FFCRA does not apply to emergency responders. Existing payroll and personnel policies relating to emergency responders may be also be temporarily modified or adjusted, at the discretion of management.

Executed by us on April 3, 2020.Keith Van Beek
City ManagerDate: April 3, 2020Nathan Bocks
MayorDate: April 3, 2020