Mary Azbill - Mandatory Read - COVID-19 Update - Next Steps Through April 26, 2020

From:	Steven Bergstresser
To:	All_City
Date:	3/25/2020 4:10 PM
Subject:	Mandatory Read - COVID-19 Update - Next Steps Through April 26, 2020

Good afternoon.

Thank you for your patience during this time as we developed a plan for our employees through April.

All employees--full time, regular part time, temporary part time, seasonal and contractual-- will be paid **through April 26, 2020**.

During March, we are paying employees for the hours they worked, and any hours they were scheduled to work, due to closures, etc. Whether or not they were able to physically work all hours scheduled, they will be compensated.

The Human Resources Department and City Manager's Office will determine the number of hours <u>non full time</u> (not actively working) employees will be paid in April based on an average hours worked methodology and will provide this information to Department Directors.

Again, as repetitive as it sounds, thank you. You continue to step up and make this situation better. You have remained patient, calm and professional through unsettled times. I know you're mentally drained and ready for life to resume as normal. Please, stay healthy and take a minute to relax. I am grateful to be going through this with all of you.

Take care.

Steve

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