

OUTLINE SPECIAL ATTENDANCE AND STAFFING POLICY/CONSIDERATIONS DURING AN OUTBREAK OF SEVERE COMMUNICABLE DISEASE

- A. In the event of an outbreak or potential outbreak of a disease determined by the Village of Pinckney in consultation with local, State or Federal authorities to be a severe communicable disease, the Village of Pinckney Council authorizes the Village President and/or the Chief of Police, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and persons served while maintaining operations in an effective and efficient manner and, to the extent possible, seek to ensure that essential public services continue to be provided.
- B. Such measures are in the sole discretion of the Village and may include, but are not limited to, designating certain positions as critical, essential, or non-essential/non-critical.
- C. Employees assigned to critical positions will be required to work as directed during an outbreak of a severe communicable disease.
- D. Employees assigned essential positions must continue to be available for work as determined by their Department Head and will be provided further guidance during the outbreak of severe communicable disease. The employee must provide the employer a current contact number. An employee may also be identified as essential – notwithstanding their current assignment -- if the employee has been identified by management as having the credentials, skills and/or abilities to perform or assist or back-up other employees in the provision of critical or essential public services.
- E. Employees assigned to critical or essential positions who are directed to work during an outbreak of a severe communicable disease will not be granted leave, nor authorized vacation or have absences approved caused by caring for a healthy dependent child or childcare needs arising from school or daycare closures arising from the outbreak of a severe communicable disease. Critical or essential positions who are directed to work during an outbreak of a severe communicable disease are expected to report and will not be allowed to bring their children to work unless permission is granted in writing by the Department Head. Failure to report on this basis will not be excused and may result in disciplinary action. The level of discipline and any mitigating circumstances underlying an unauthorized absence will be reviewed on a case-by-case basis.
- F. Special Discretionary Employment Policies during the Outbreak of a Severe Communicable Disease.

In order to ensure the continued provision of essential public services, the Village President, Chief of Police, or their designee, may consider and implement special requirements or policies during the outbreak of a severe communicable disease. For the duration of the outbreak of the severe communicable disease, such special discretionary policies shall (to the extent not violative of State or Federal law, and in communication with collective bargaining organizations). Such special discretionary policies may include, but are not limited to:

1. Employees may be assigned to other positions or duties with minimal notice.
2. Employees may be assigned to alternate work locations with minimal notice.
3. Previously granted authorizations for vacation, leave of absences (other than for legally required sick or family leave purposes), flexible scheduling, training, conferences, etc. may be rescinded with minimal notice.
4. Employees may be required to report for work with minimal notice.
5. Employees' work schedules and/or hours of work may change with minimal notice.
6. Employees may be asked to telecommute with minimal notice.
7. Employees may be assigned overtime with minimal notice.
8. Employees may be assigned special duties with minimal notice.
9. Normal business hours may be changed with minimal notice.
10. Policies may be put in place for reporting and approving timesheets, call-in and notice requirements, or the requirement and timing for medical certifications both necessary to justify an absence or to authorize return to work. This may include, but is not limited to:
 - i. So as to avoid the possibility of infecting co-workers or the public, requiring an employee who was symptomatic, diagnosed and/or tested positive for a severe communicable disease not actually physically report to work without prior notice to and approval of the Department Head or without providing a return to work authorization.
 - ii. Because healthcare providers may be overtaxed, waiving or extending in general or on a case by case basis existent return to work certification requirements.
11. Policies or measures may be implemented to protect staff, the public, or to promote social distancing in order to limit the number of persons concentrated in the workplace.
12. Supervisory employees may be given enhanced authority to permit or to require an employee to leave the workplace based upon observations leading to a reasonable determination that the employee may be ill and/or symptomatic. The employee may use vacation, sick leave, or personal leave, as needed if directed by a supervisor to leave. If a non-exempt employee has no leave, they may be sent home with approved leave, which may be paid or unpaid.
13. Consider and approve on an expedited basis flexible work schedules, job sharing, or Employee Welfare Leave to assist employees in meeting the medical needs of family members. Benefits coverage will continue as per current practice, however, should an employee not have enough leave to cover their absence, the employee may be responsible for their portion of premium payments.
14. May authorize an administrative leave, or procedures to request administrative and obtain administrative leave, for employees assigned to positions that are directed to report and/or perform essential or critical positions upon individual circumstances. This may include, in the discretion of the employer a certification from the employee's health care provider that the employee has been infected with the severe communicable disease, is reasonably likely to spread a severe communicable disease to coworkers or residents through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of his/her job without possible harm to himself/herself or others.

15. Procedures or policies addressing if an employee is sick or is caring for a sick family member -- how and under what circumstances that employee may use sick or personal or vacation time. However, nothing shall alter or amend the current policy that both paid and unpaid leave will count toward Employee Welfare Leave time off pursuant to employer policies.
16. Informing employees of the expectation to report to work and that the failure to do so, unless the absence is excused by operation or law or authorization of the employer, may be subject to potential disciplinary action up to and including termination. The level of discipline and any mitigating circumstances underlying an unauthorized absence will be reviewed on a case-by-case basis.
17. Employees having scheduled leave or vacation that is cancelled due to an outbreak of communicable disease who will pass their anniversary date and lose that accrued vacation time will instead have their accrued time roll over into the next anniversary year for use after the outbreak has passed.

G. Depending on the nature and severity of the situation, the employer may require/permit that employees in **non-essential/non-critical positions**:

1. Not be required to report to work during a declared outbreak of a severe communicable disease.
2. May be directed not to report and to stay away from their work sites.
3. May be instructed not to report until contacted by the Department Head with further directions.
4. May be permitted expedited consideration of flexible scheduling or telecommuting during the outbreak of the severe communicable disease.
5. May be furloughed.
6. May be authorized a special health advisory leave of up to 14 days to any non-essential/non-critical employees who are reasonably believed to have been exposed to or infected with the severe communicable disease to permit the employee an opportunity to contact his/her healthcare provider for examination, testing and treatment.
7. May be instructed not to report upon a self-report by the employee that the employee is showing symptoms of the severe communicable disease (for example, coughing, sneezing, fever, diarrhea, nausea, etc.) until they are free of fever (100.4 degrees or greater) and/or free of any other symptoms (coughing, sneezing) for at least 24 hours prior to the start of their shift, without the use of fever-reducing or other symptom-altering medicines (cough suppressants) or unless released by healthcare provider.
8. If a member of the non-essential/non-critical position employee's family is ill with the symptoms identified above, the employee may be authorized not to report and may be granted an expedited consideration of an Employee Welfare Leave request to care for that family member until they are fever and/or symptom free as identified above.
9. May authorize and excuse absences and/or non-essential/non-critical employee use of vacation time, personal leave, telecommuting or flexible scheduling for, or to mitigate absences caused by caring for a healthy dependent child care arising from school or daycare closures arising from the outbreak of a severe communicable disease.

H. Facility Closure and/or Furlough

1. The Village of Pinckney may direct the closure of certain offices or facilities. Non-essential/non-critical employees may be placed on administrative leave. Critical or essential employees may be required to continue reporting, be redeployed to other offices or facilities, may be assigned new functions, or may be placed on administrative leave.
2. If an entire facility/office is closed by order of the Village President or Chief of Police and no alternative work or site assigned, non-essential/non-critical employees' administrative leave will be with pay for up to 14 working days and there will be no deduction from leave or compensatory time banks.

Critical and essential employees at a closed office or facility who are directed to work but fail to report to work are not entitled to paid administrative leave and will have their time charged to banked leave time, or the leave will be without pay, and may be subject to disciplinary action.

Employees who, prior to a facility/office closure requested and had been approved for time off (e.g., vacation, sick leave, or paid or unpaid leave of absence and whose leave approval was not rescinded) will have hours deducted from their accruals as approved.

3. If the closure extends more than 14 work days, employees may be furloughed without pay. However, employees may be permitted to elect to utilize banked leave (if any) to continue wages. The Village Council may, after the re-opening of all facilities/offices, review the status or compensation of furloughed staff. (Health insurance benefits will continue during a furlough).

Nothing in this policy shall be interpreted to abridge an eligible employee's rights to apply for or be granted leave under Employee Welfare Leave.

RESOLUTION NO. _____

**EMERGENCY DECLARATION FOR CORONAVIRUS
COVID-19 PANDEMIC**

At a regular meeting of the Village Council of the Village of Pinckney (the "Village"),
Livingston, Michigan, held at the Village on the _____ day of April, 2020, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and
seconded by _____.

WHEREAS, the President of the United States of America and the CDC ("Center for
Disease Control") and WHO ("World Health Organization") have declared a medical health
emergency concerning the COVID-19 Coronavirus; and

WHEREAS, on March 10, 2020, the Governor of the State of Michigan issued Executive
Order 2020-04 Declaration of State of Emergency in response to a novel coronavirus, now known
as COVID-19, which emerged in Wuhan, China, and has since spread to the United States,
including the State of Michigan; and

WHEREAS, COVID-19 has significant potential to endanger the health, safety and
welfare of a substantial number of persons residing in the Village of Pinckney, Livingston County,
Michigan (particularly the elderly and those medically compromised); and

WHEREAS, the President of the United States and the Governor of the State
of Michigan have indicated that local governments should take the appropriate steps to protect the
health, safety and welfare of its citizens; and

WHEREAS, pursuant to the authority granted under the Emergency Management Act
(EMA), MCL 30.401 et seq, and in accordance with the recommendations and orders of the
President of the United States, including the Proclamation dated March 13, 2020, and the various
Executive Orders issued by the Governor of the State of Michigan:

NOW THEREFORE, BE IT RESOLVED, the Village Council of the Village of
Pinckney, Livingston County, Michigan, pursuant to the provisions of the Emergency
Management Act and the Orders of the President of the United States and Governor of the State

of Michigan, does hereby declare the existence of a State of Emergency in the Village of Pinckney, Livingston County, Michigan, and **FURTHER DECLARES** that:

- a. The effects of the COVID-19 coronavirus constitute a clear and present danger to life.
- b. The Village Council authorizes the Village President to take the appropriate measures, in her discretion, to protect Village citizens, businesses and employees by adopting, without limitation, the following measures:
 - 1. Limit Village functions to only those deemed constitutionally mandated;
 - 2. Closing Village buildings;
 - 3. Limiting crowds in any Village buildings and on any Village property by eliminating nonessential Village meetings and functions and limiting access to the Village facilities to only persons whose presence is absolutely necessary;
 - 4. Canceling any public meetings, including but not limited to meetings of the Village Council, the Planning Commission and the Zoning Board of Appeals.
 - 5. Extending deadlines for Village responses to submissions for land use and development, building, zoning, etc.;
 - 6. Establishing appropriate measures for the payment and collection of Village taxes while assuring the safety of the Village taxpayers;
 - 7. Temporarily releasing all non-essential Village personnel from reporting to the Village offices for work;
 - 8. Immediately taking the steps necessary to clean and sanitize Village facilities;
 - 9. Paying bills after additional approval of the Township Clerk or Treasurer; and,
 - 10. Authorizing the employment of temporary workers, renting equipment, purchasing necessary supplies and materials and entering into contracts and agreements for the protection of the health, safety and welfare of Village of Pinckney's citizens.
- c. All resolutions, motions, policies or any parts thereof that conflict with this Resolution are hereby repealed to the extent of such conflict.
- d. This state of emergency is terminated when, in the opinion of the Village President, emergency conditions no longer exist and appropriate programs have been implemented to recover from any effects of the emergency conditions.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

Clerk, Village of Pinckney

As authorized in Resolution 1-2020, Emergency Declaration for Coronavirus Covid-19 Pandemic, and in consultation with the Village Clerk and Treasurer, the Village President shall take appropriate action to implement the following:

Authorize Department Heads to:

- Direct staff to work remotely
- Adjust work hours for office staff to times other than 8 a.m. to 4 p.m.
- Reassign staff to work on projects and in departments other than that to which they are assigned
- Seek medical testing for staff members when exposure to contagions is suspected
- Ensure that staff working remotely is available by phone or email at direction of the Department Head
- Ensure all full-time staff receive their customary compensation and benefits
- Ensure all part-time staff receive compensation equal to their average weekly compensation for the preceding twelve-month period.