



Office of the Mayor

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March 16, 2020

RE: Guidance on City Services and Paid Leave

Dear Colleagues,

To reduce the risk of community spread of COVID-19, I am issuing the following guidance on City services, visitor access, and paid leave. This guidance will be codified in an emergency APM that will be issued soon.

Guidance Summary: Most City services related to public visitors will close effective Wednesday, March 18, 2020. Internal City operations and field operations will continue. Teleworking will be allowed subject to approval by supervisors for employees who can telework. Employees who cannot telework and whose job is focused on public visitors may be reassigned to other duties or, as a last resort, paid administrative leave for time they are unable to work. All employees will continue to accrue sick leave bi-weekly, and during 2020 will be allowed to have negative balances until such time as the leave has been earned. In addition, all employees will receive the equivalent of two weeks of Emergency Leave.

Guidance – City Services and Public Visitors

Effective 12:01 a.m. Wednesday, March 18, 2020:

- a) Most public-facing services at City facilities such as walk-up counters and other public spaces will close public visitor access until further notice. Public visitors will still be allowed at the Clerk's Office, Police District Stations, and the City Treasurer. Metro bus service is continuing, with additional guidance from the General Manager.
- b) City offices are still open to internal staff for internal business operations.
- c) Field operations will remain in place.
- d) Teleworking is allowed for employees who have the ability to telework and wish to, in consultation with, and as approved by their supervisor. City IT will be releasing a Teleworking Toolkit today.
- e) Managers and supervisors should pursue and accommodate workspace and meeting space changes and practices that allow social distancing between employees who continue to work in the office.
- f) Employees who work with the public and whose job duties are substantially reduced or eliminated by closing public visitor access, and who cannot telework, may be reassigned

to help fulfill other essential services. Such employees who are not re-assigned and cannot telework will be paid administrative leave for their time out of work. Employees on administrative leave must remain on-call to return to service at any time.

Guidance – Paid Leave for Illness or Quarantine

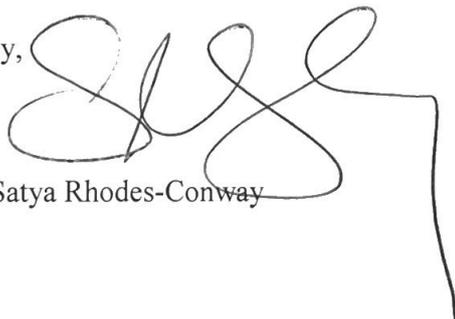
To ensure all employees have adequate leave balances in the case of illness, quarantine, or respite:

- a) Emergency Leave: All City employees including hourly employees will receive the equivalent of two weeks (which is 80 hours or 77.5 hours for most full-time employees) of Emergency Leave for use in 2020. Emergency Leave balances will appear on 4/3/20 paychecks, but will be available for use during the current pay period.

All employees should use this Emergency Leave only for illness, illness of a family member, quarantine, caregiver, or respite needs in relation to COVID-19. Please recognize that our community may be at risk of COVID-19 for much or all of 2020, and this leave time may be needed to cover time of sickness or quarantine in the near-term or longer-term in 2020.

- b) Sick Leave: All City employees can access their unearned 2020 projected sick leave balances immediately.
- c) Administrative Leave: As mentioned in item (f) above, employees who cannot perform their job duties, cannot telework, and have not been reassigned to other City services will be paid administrative leave for their time out of work.

Sincerely,



Mayor Satya Rhodes-Conway