

**BEFORE THE CITY COUNCIL  
FOR THE CITY OF LAFAYETTE, OREGON**

**Establishing a Policy for Employee Leave        }  
in 2022 Due to COVID-19 Illness or Concern    }**

**RESOLUTION NO. 2022-02**

THE CITY COUNCIL (the “Council”) OF THE CITY OF LAFAYETTE, OREGON (the “City”) sat for the transaction of City business on March 10, 2022 at 6:30 p.m. in the Council Chambers at City Hall and considered and approved the following Resolution.

**WHEREAS**, the COVID-19 pandemic continues to effect city operations; and

**WHEREAS**, it is imperative that the City of Lafayette maintain a safe workplace for employees and safe spaces for public interaction; and

**WHEREAS**, the City will continue to require employees to quarantine when exposed or symptomatic as per Oregon OSHA, OHA, and CDC guidelines; and

**WHEREAS**, an effective COVID-19 leave policy should be simple and fair to administer without disparate impacts between job classifications.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lafayette that the following shall constitute the COVID-19 Leave Policy for 2022:

1. Leave Provision of 80 hours may be used if one of the following criteria are met:
  - a. A health care provider has advised home quarantine due to COVID-19 concerns;
  - b. The City has directed quarantine based on exposure or illness;
  - c. Remote work cannot be assigned during the advised or directed quarantine period; or
  - d. The employee is experiencing symptoms or is seeking a medical diagnosis.
2. Use of COVID-19 Leave is subject to the following conditions:
  - a. The 80 hours per year shall be prorated for employees working less than full-time;
  - b. The employee shall notify the City if he or she develops any COVID19 symptoms;
  - c. The employee shall follow any City direction to be tested or quarantine;
  - d. If the employee tests positive, the employee shall immediately inform his or her supervisor; and
  - e. When an employee uses allotted COVID-19 leave, the City will assign the leave to other accrued leave or unpaid time off.
3. Other Provisions:
  - a. This COVID-19 leave policy is not part of the employee benefit package, only relates to the current pandemic, and may be revoked at any time;
  - b. This COVID-19 leave has no cash value and cannot be used towards retirement or separation accruals;
  - c. An employee who violates this policy or violates a quarantine condition set by the City or health care provider is subject to revocation of COVID-19 paid leave and possible disciplinary action up to and including termination;

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- d. This policy shall be retroactive in its effect to January 1, 2022; and
- e. The City can end this policy at any time without prior notice. This policy shall end when State of Oregon COVID Pandemic Guidelines are no longer in effect or by December 31, 2022, whichever occurs first.

This Resolution shall be and is effective from and after its passage by the Council.

**APPROVED** by the City Council of the City of Lafayette this 10<sup>th</sup> day of March, 2022.

VOTE:      Ayes: 5    Nays: 0    Abstentions: 0    Absent: 1

CERTIFIED:

ATTESTED:

Marie L Sproul  
Marie Sproul, Mayor

Kevin Perkins  
Kevin Perkins, Assistant City Administrator