

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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Memorandum

March 20, 2020

TO: All Full-Time Employees

FROM: Jaron P. Rosien
Mayor

Brent Hinson
City Administrator

RE: Coronavirus/COVID-19

Dear Team:

We are experiencing a difficult and unprecedented time right now with the spread of COVID-19. Brent and I wish to begin this communication by thanking each and every one of you for the important service that you provide to our community. Thank you. No one knows for certain exactly what the future holds, but we are both confident that our workforce will rise up to the challenges that lie ahead.

As you might be aware, I formally declared a local state of emergency to utilize the emergency powers that are part of my job as Mayor under the State of Iowa Code and City Code. The Washington Public Library, City Hall, and Police are closed to the public except for essential business. All city facilities should have signage indicating the same intention, with public interaction only on an as needed basis. In addition to this, per the Governor's orders, a wide variety of businesses are closed, and mass gatherings are prohibited. As a City we do not have the same guidelines. We are an essential service and regardless of what happens we must continue to serve the public and meet these essential needs.

With that, I have confidence in Brent and his capabilities as our city administrator to make this work for our people and our organization as a whole. His plan follows. Please do not hesitate to reach out with questions, suggestions, or concerns in any category.

With much appreciation, Jaron.

"One of the 100 Best Small Towns in America"

To Our Employees:

My priorities for the organization, in lock-step with the Mayor and Council, are as follows:

- 1) Ensure that we can continue to provide public services;
- 2) Protect our employees to the degree possible while still providing these services; and
- 3) Work to ensure that everyone receives a full paycheck throughout the emergency.

In order to facilitate these priorities, we are planning to make certain operational adjustments, to liberalize the use of sick leave during the emergency, and to encourage employees with a considerable amount of accrued sick leave to donate sick leave to those who may need it for personal illness, family illness, or other circumstances. All sick leave requests shall be as approved by your supervisor and/or myself.

In terms of donation of sick leave, we are asking anyone with 200-300 hours of accrued sick leave to consider donating up to 40 hours of sick leave, and anyone with more than 300 hours of accrued sick leave to consider donating up to 80 hours of sick leave under our donation policy. The goal of this step is to ensure that there is a pool of sick leave available to ensure that everyone gets a full paycheck, even if their leaves are otherwise exhausted. The donated sick leave is only drawn down from the donor's accrued leave as it is taken by the recipient. Please see the next page for a donation form to be completed and returned to Kelsey or myself.

Please let your supervisor know immediately if you or a member of your household becomes ill with COVID-19-like symptoms. Please also utilize the resources we have made available at: <https://washingtونيowa.gov/news-stories/coronavirus-covid-19/>, or any number of other credible news sources to stay abreast of developments.

Above all, thank you for your work, and know that we will all get through this together.

A handwritten signature in blue ink, appearing to be 'Brent', written in a cursive style.

Brent

Donation of Sick Leave

I agree to donate up to _____ hours of my accrued sick leave, to be used only as needed, under the supervision of the City Administrator. I understand that the final amount taken from my sick leave bank may be less than this maximum amount. This authorization is good for a period of one year, and only for the benefit of the employee(s) needing this leave, as identified by the City Administrator.

Employee

Date