City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager

DATE: March 19, 2020

SUBJECT: Personnel Policy Changes – Declared Emergencies

With the recent situation around COVID-19, the ability to make quick and temporary changes to the Personnel Policies to protect staffing and the delivery of essential services during a time of the emergency is important. If this change would be approved, when the Mayor of the City of Carroll issues an emergency proclamation and the emergency proclamation authorizes and empowers the City Manager to make changes to the Personnel Policies then the City Manager can make temporary changes that would last until the expiration of the emergency proclamation.

RECOMMENDATION: Mayor and City Council consider approval the attached revisions to the City of Carroll's Personnel Policy related to declared emergencies.

RESOLUTION NO. _____

A RESOLUTION APPROVING CHANGES TO POLICY 0400 – PERSONNEL POLICIES

WHEREAS, there may be times that the City is operating under an emergency proclamation signed by the Mayor of the City of Carroll;

WHEREAS, it is necessary for the City Manager to implement measures in order to protect staffing and the delivery of essential services and;

WHEREAS, a change to the Personnel Policies is prepared to authorize and empower the City Manager to make any and all changes to the City Personnel Policies in order to protect staffing and the delivery of essential services during the time of the emergency and;

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the update to the Personnel Policies to add Section 26 – Declared Emergencies is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that Section 26 – Declared Emergencies is approved and added to the Personnel Policies.

PASSED AND APPROVED this 23rd day of March, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

_____
Eric P. Jensen, Mayor

Attest:

_____
Laura A. Schaefer, City Clerk

Section 26. DECLARED EMERGENCIES

During such times that the City is operating under an emergency proclamation signed by the Mayor of the City of Carroll, the Carroll City Manager, as authorized and empowered by the Mayor shall make any and all changes to the City Personnel Policy as he/she sees fit in order to protect staffing and in order to protect the delivery of essential services during the time of the emergency. All changes made under this section shall expire upon expiration of the emergency proclamation.

Section 27~~6~~. CONCLUSION

All City employees help provide the services that the citizens of the City desire, pay for, and expect. Good streets, excellent water systems, enjoyable parks, good community planning, police and fire protection do not just happen. We know that you, too, will give your best effort to provide the people of this community with the service that they can expect. It is not an easy task, but it is worthwhile.

Everyone with the City organization wishes you well on your job. We hope that your working relationship with the City is long, pleasant, and rewarding.