

**CITY OF NEWPORT
EMERGENCY ORDER NO. 2020-20**

**ENACTING A
COVID-19 REDUCTION IN HOURS AND STAFF POLICY**

WHEREAS, the Governor of the State of Oregon declared a state of emergency for the state on March 8, 2020, finding that COVID-19 created a threat to the public health and safety and constituted a statewide emergency; and

WHEREAS, the City of Newport declared an emergency on March 13, 2020, which was ratified by the City Council at its March 16, 2020 meeting; and

WHEREAS, the President of the United States signed a proclamation declaring a national emergency concerning COVID-19 on March 13, 2020; and

WHEREAS, local, state, and national public health agencies have instituted guidelines, recommendations, and actions to curb the spread of the disease in an attempt to “flatten the curve” of the disease’s progression in the United States. Many of those recommendations have been adopted by states and local governments across the country. In Oregon, the Governor has issued Executive Orders 20-03 through 20-20, and 20-22, 20-24, 20-25, 20-27, and 20-28 to address COVID-19 closures and reopening of certain facilities, limiting public gatherings, higher education restrictions, and other needs and requirements related to the COVID-19 pandemic; and

WHEREAS, the Governor has directed Oregonians to “stay at home to stay healthy” through physical and social distancing guidelines and the elimination of non-essential travel; and

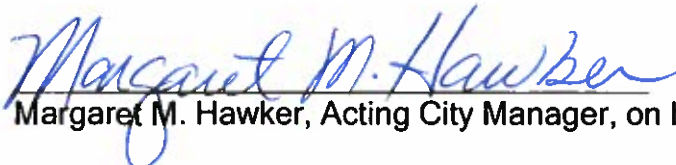
WHEREAS, due to the COVID-19 pandemic, and the temporary closure of lodging facilities and many businesses, the City of Newport has suffered a budget shortfall; and

WHEREAS, due to the budget shortfall, the City of Newport has undergone a reduction in staff, which effectively reduces the working hours of some city staff and eliminates certain positions; and

WHEREAS, because of the financial impacts of COVID-19 on city operations, and the necessary reduction in staff, a COVID-19 Reduction in Hours and Staff Policy is adopted.

I, Spencer R. Nebel, City Manager of the City of Newport, hereby order:

June 16, 2020 Approved a COVID-19 Reduction in Hours and Staff Policy. A copy of the policy is included as Attachment A.



Margaret M. Hawker, Acting City Manager, on behalf of Spencer R. Nebel, City Manager

(The policy was approved by Spencer R. Nebel, City Manager on June 16, 2020. The emergency order was signed by Margaret M. Hawker, Acting City Manager on June 23, 2020, as the City Manager was on furlough the week of June 22, 2020.)



COVID-19 Reduction in Hours and Staff Policy

POLICY NUMBER: COVID-19.8	EFFECTIVE DATE: June 16, 2020
REVISION DATE:	REVISION NUMBER:
CITY MANAGER APPROVAL: <i>[Signature]</i>	DATE: 06-16-20

This policy is in effect as the result of the declared public health emergency related to COVID-19. This policy applies to employees who have had their position eliminated, or their work hours reduced.

A reduction in force (RIF) occurs when changing priorities, budgetary constraints, or other business conditions require the organization to eliminate positions or reduce the hours worked for non-exempt employees.

It is the city's desire to avoid circumstances that require a reduction in hours or staff, while recognizing that situations may arise where the city may need to make such reductions.

Due to the economic impact of COVID-19, the City of Newport is implementing measures to ensure the financial stability of the city. The current pandemic has affected business significantly, and as a result, it is necessary to make difficult business decisions.

Reductions in the workforce or reduction in hours may be required to ensure the financial stability of the city. Such determinations shall be made based on the operational needs, staffing requirements, service delivery requirements, and back-up coverage needs of the City of Newport.

This may be accomplished in a variety of ways, including, reduction in hours or days of work, , or by a reduction of the workforce. Some, but not all, of the factors that may be considered for any reductions of hours or staff are:

- Department, location, or job;
- Job knowledge, skill, and ability to perform the required work;
- Performance, attendance, safety, and disciplinary history and records;
- Possession of licenses, registrations, and or certifications required by the job;
- Creativity and teamwork skills;
- Demonstrated willingness to go the extra mile for the city, coworkers, and customers; and,
- Efficiency of the city operation.
- Evaluation of these factors is at the discretion of the City Manager with input from department heads.

After receiving an explanation of the layoff procedure, employee(s) will be given a letter describing the conditions of the layoff, such as effects on benefits, the possibility of reemployment, and any outplacement services, etc.

The Department Head or supervisor will meet with each affected employee individually in a private location.

When cutting the hours of full-time employees, it may render the employee ineligible for benefits. For employees having their hours reduced below 30 hours a week, making them ineligible for health benefits (medical, dental, and vision coverage); the city will provide a monthly allowance for up to one year to help offset the cost of COBRA. The allowance will vary based on the benefit plan the employee participates in.

Vacation accruals will be prorated based on the annual scheduled hours for employees working 20 or more hours per week.

Sick leave accruals will be prorated based on the annual scheduled hours or in accordance with the accrual rates under the Oregon Paid Sick Leave Act, whichever is higher for employees working 20 or more hours per week. For employees working less than 20 hours per week, sick leave accruals will be based on the accrual rates under the Oregon Paid Sick Leave Act.

Unemployment insurance

Unemployment insurance is a state program. The Oregon Employment Department has stated that workers may be able to receive Unemployment Insurance benefits when their hours have been reduced. UI benefits may be available to employees affected by a RIF. Contact the Oregon Employment Department directly to determine eligibility for unemployment benefits. <https://www.oregon.gov/employ/Pages/default.aspx>