

Resolution

A resolution of the Town of Ashland City, Tennessee to add to Section III Leave of the Employee Manual.

WHEREAS, to add a Contagious Disease Closure Policy;

Contagious Disease Closure Leave

If an outbreak of a contagious disease such as Covid, Flu, etc. affects the majority of an office requiring the closure of that office for the safety of the staff or the public, the Mayor or designee may make a decision not to open, to delay, or to discontinue operations temporarily. It is the intent of the Mayor to remain open each working day unless it is clearly impossible to do so. The Mayor may close only a certain department or building if the issue does not affect the entire City. This policy may also be used in the event of an act of God or other disaster.

Announcements of any closings or delays will be made through social media and on the town's website. When an employee loses work hours due to an official City delay, early closure or if the Mayor declares a full day closure, you will be paid for the hours you were scheduled to work. You are not required to use earned time to pay for such absences. Employees on previously approved sick or annual leave, travel or training are not affected by the closing and are not eligible for the paid administrative leave.

Time off due to the announced closing shall not be considered as time worked for overtime compensation purposes. Overtime is paid on time worked, not time compensated.

There are certain department and personnel essential to the protection of life and property that do not fall within this policy (**Emergency Personnel -Fire and Police**, Water Treatment Plant, Sewer Treatment Plant).

This resolution shall take effect as of January 1, 2022 and will cease on June 30, 2022.

Adopted this ____ day of _____, 2022.

Steve Allen, Mayor

Alicia Martin, City Recorder