

4 - COMPENSATION

4.4 – Pandemic or Other Highly Contagious Disease Pay Policy

Revised: July 1, 2007

Reviewed: 2018

In the event of a pandemic influenza or other highly contagious disease the City will do everything possible to prevent the spread of the contagious disease while protecting the health and safety of its employees and their family members.

Because concern about lost wages is the greatest deterrent to self-quarantine the City wants to assure its employees that to the best of its ability regular employees will continue to receive their regular income. In order to do that we need your cooperation in providing information to the City so your payroll checks can be directly deposited into your account. The City can generate direct deposit paychecks from other physical locations, however, it might not have the ability to print paper checks as that would require an employee to actually be at City Hall.

Until/unless an outbreak occurs it is not possible to determine exactly what steps might have to be taken. In a worst-case scenario 'business as usual' may cease. Social distancing measures such as school closures, cancellation of public gatherings, travel restrictions, voluntary home isolation, etc., could occur. Strict quarantine might be required to avoid a serious outbreak. If an outbreak occurs actions might be taken by the City that do not conform to the City's current policies or payroll practices.

Depending on the severity of the outbreak and to limit the spread of disease, only essential employees might be required to come to work. Some divisions or departments might be closed or just closed to the public. Some employees might be asked to work staggered shifts to avoid contact with other employees. Some employees might be able to work from home. Some employees might be asked to stay home, including employees at high risk of suffering complications because of a current or chronic health condition.

Communication with your supervisor and/or department director by phone or email will be critical. The City's intent is that its website **[www. marshalltown-ia.gov](http://www.marshalltown-ia.gov)** will provide information and updates for employees.

Employees who are sick or quarantined will not be allowed to come to work. Those displaying symptoms of the illness while at work will be required to leave immediately.

Employees who are absent because they are sick, possibly contagious because an individual living in their household is sick, or who are quarantined, will be eligible to receive paid sick leave. Sick leave, vacation pay, or other forms of paid compensation will be granted, even in advance of it being earned if necessary. You would be required to use all available paid leave before using sick leave in advance.

Employees who have been requested not to come to work but who are not sick will be allowed to use vacation, comp time, personal time, or universal leave, even in advance of it being earned.

If paid leave is advanced and employment ends before the leave has been earned, payment for advanced leave would be deducted from the employee's final paycheck. If the amount exceeds the employee's final paycheck the City would bill the employee for the balance.

Although we do not want to overly alarm you we want to provide you with information to help you prepare for the possibility of a pandemic. Following this policy is a list for Pandemic Planning for individuals and families compiled by the Center for Disease Control. For additional information a website **www.PandemicFlu.gov** has been created as the official federal source of pandemic and flu information.