

**CITY OF NEWPORT
EMERGENCY ORDER NO. 2020-36**

**ENACTING A TEMPORARY COVID-19
VACATION CARRYOVER POLICY FOR EMPLOYEES**

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 20-01 through 20-20, and 20-22, 20-24, 20-25, 20-27, 20-28, 20-29, 20-30, 20-37, 20-38, 20-56, 20-58, 20-59, and 20-65 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, City of Newport employees “stayed home to stay healthy,” and subsequently accumulated vacation hours in excess of the number that can be carried over in a non-COVID-19 pandemic year, and

WHEREAS, to address excess vacation hours accumulated by employees, and to allow for additional vacation hours to be carried over at the end of the year, the city enacted a Temporary COVID-19 Vacation Carryover Policy.

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

December 1, 2020 Approved a Temporary COVID-19 Vacation Carryover Policy.



Spencer R. Nebel, City Manager



Temporary COVID-19 Vacation Carryover Policy

POLICY NUMBER: COVID-19.12	EFFECTIVE DATE: November 25, 2020
REVISION DATE:	REVISION NUMBER:
CITY MANAGER APPROVAL: 	DATE: 11-25-20

POLICY

This policy is intended to remain in effect only for vacation carry over for year-end 2020.

Due to the impact the COVID-19 Pandemic has had on the City of Newport, a temporary policy is being implemented for vacation carry over for year-end 2020. Carryover of accrued vacation time will allowed based on the below schedule.

Furloughed Employees

Employees will be allowed to carryover a maximum of 400 hours of accrued vacation time at year-end 2020. The 160 hours (the amount over the current carryover cap of 240 hours) plus any accumulated vacation over the cap of 240 hours must be taken in the calendar year 2021.

Non-Represented, Non-Furloughed Employees

Employees will be allowed to carryover a maximum of 320 hours of accrued vacation time at year-end 2020. The 80 hours (the amount over the current carryover cap of 240 hours) plus any accumulated vacation over the cap of 240 hours must be taken in the calendar year 2021.

Represented Employees (Police, Fire, Public Works)

Police – Employees will be allowed to carryover a maximum of 320 hours of accrued vacation time at year-end 2020. The 80 hours (the amount over the current carryover cap of 240 hours) plus any accumulated vacation over the cap of 240 hours must be taken in the calendar year 2021.

Public Works - Employees will be allowed to carryover a maximum of 320 hours of accrued vacation time at year-end 2020. The 80 hours (the amount over the current carryover cap of 240 hours) plus any accumulated vacation over the cap of 240 hours must be taken in the calendar year 2021.

Fire – Employees will be allowed to carryover a maximum of 576 hours of accrued vacation time at year-end 2020. The 144 hours (six (6) -24-hour shifts) plus any accumulated vacation over the annual cap of 432 hours must be taken in the calendar year 2021.

All requests for vacation time will continue to be made in writing and given to your supervisor for review and approval.