



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	06/02/2021	<b>Department</b>	City Manager
<b>Agenda Item</b>	5.e) Discussion of rescinding a city manager's extension of sick leave due to COVID-19.		
<b>Est. Cost</b>			

**Background Information**

On February 5, 2021, City Manager Landes extended the policy of offering additional paid sick leave due to COVID-19 to December 31, 2021. The City Manager used her authority for this extension after discussion with the City's EOC (Emergency Operations Center) and their recommendation to extend this benefit after the Federal Cares Act expired on 12/31/20. On the expiration of the FCA, employers were no longer required to cover two weeks (up to 80 hours) of sick time to the employees due to COVID-19 exposure.

The EOC continues to meet on a regular basis to discuss and create guidelines in response to the federal and state recommendations/mandates surrounding the pandemic. The EOC recommended that this extension be rescinded as the pandemic recedes. Under the authority of the Acting City Manager, this policy has been rescinded and city employees have been notified.

<b>Requested Action</b>	Discussion item only
<b>City Manager and/or Finance Review</b>	Acting City Manager would be happy to answer any questions/concerns about this change.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

**Anne Davis**

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**From:** Christine Landes  
**Sent:** Friday, February 5, 2021 9:46 AM  
**To:** CityEmployees  
**Cc:** DepartmentHeads; Amy Rees; Colin Frey; Marc Rines; Maryann White; Patricia Hart; Penny Sergeant; Terry Berry; Timothy Cusick  
**Subject:** NEW COVID ABSENCE DETAIL  
**Attachments:** Gardiner COVID-19 Policy.pdf  
  
**Importance:** High

February 5, 2021

Dear City of Gardiner Team:

As all of you will recall, in December, the City Council adopted a COVID-19 policy to provide regulations and procedures governing our practices during an epidemic and/or pandemic. (Each of you should have received an emailed copy of such policy, but a copy is attached again for your reference.) This policy is applicable to all City of Gardiner employees, whether Union or Non-Union.

Our primary goal with adopting this policy was to protect both employees and citizens by limiting the cross exposures while maintaining a high level of service continuums as possible.

As part of this policy the City Manager will make the final determination as to whether or not an employees' absence will be covered, or if it will be covered under the Personnel Policy or Collective Bargaining Agreement. However, as of December 31, 2020, the Federal Cares Act expired and employers were no longer required to cover two weeks of sick time (up to 80 hours) to their employees.

This leads me to move forward with the following decision in regards to potential COVID-19 exposures, outbreaks, and positive diagnoses:

**Effective February 5, 2021**, each employee will be paid up to eighty (80) hours in the calendar year (until December 31, 2021), for absences due to COVID-19 related issues. This allowance mimics what the original federal act detailed.

As of today, all team members are back at work and essentially everyone has been given a 'reset' for COVID-19 related absences. I would encourage each of you to be cautious with any potential exposures as once the eighty (80) hour limit is maxed out, you will be required to use sick/vacation/comp time or place yourself into the FMLA program (see Denise for details).

If you have any questions, please do not hesitate to reach out to me. Please everyone, stay safe and well.

(DEPARTMENT HEADS: PLEASE PRINT THIS EMAIL OUT AND POST IN YOUR DEPARTMENT)

*Christine M. Landes*

***Christine M. Landes***, MBA/CMM

City Manager

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