

**Crete City Council Special Meeting
Tuesday, March 24, 2020 5:00 PM
Crete Library/Community Center
1515 Forest Ave.
Crete, NE 68333**

1. Open Meeting

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the meeting room.
- Items listed on the agenda may be considered in any order.
- Please stand for the Pledge of Allegiance.
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2. Roll Call

- Attendance of members will be recorded to determine the presence of a quorum for official actions.
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3. Items of Business

- Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to approve or disapprove any matter presented under this title.
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A. Discuss and consider ratifying amendments to the Continuity of Operations Plan for Coronavirus Disease 2019.

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B. Discuss and consider adopting special policies regarding utility payments and disconnects.

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4. Officers' Reports

- Reports may be given by Officers, Departments, Committees, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any question posed or to refer the matter for further action.
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5. Adjournment

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Attachment B

Personnel Time-Off, Leave Banks, and Wages

As COVID-19 continues to spread across the United States, employees may need to take time off to care for themselves or their families due to a variety of situations. The following are some examples of situations in which employees may be unable to work due to COVID-19 and how time off, leave banks, and wages will be handled until the effective date of the Families First Coronavirus Response Act. Every employee's situation will be evaluated and approved on a case-by-case basis by the City Administrator, and employees may need to provide documentation verifying the need for time off.

Employee or Immediate Family Member Diagnosed with COVID-19

In the event an employee or an employee's immediate family member is diagnosed with COVID-19, sick leave will be used as normal followed by compensatory time, if applicable, in accordance with the City's sick leave and FMLA policies. Vacation time may be used but is not required to be. Unlike normal family/medical leave, negative sick leave balances will be allowed due to the length of time the employee will be unable to work. Employees may qualify for short-term disability and should contact Human Resources to begin the claims process.

Employee Quarantined Due to Possible Exposure to COVID-19

In the event an employee needs or chooses to be quarantined due to possible community transmission exposure to COVID-19, sick leave will be used, and documentation verifying the circumstances surrounding the possible exposure will need to be provided. Negative sick leave balances will be allowed due to the length of time the employee may be unable to work.

Employee Participation in Non-Essential/Voluntary Travel

Voluntary travel to other countries or locations in the United States that have significant community spread of COVID-19 is strongly discouraged. The CDC advises any travelers returning from Level 3 Travel Health Warned locations or by certain methods of travel to stay home for a period of 14 days to self-monitor and practice social distancing. Employees must report personal travel locations upon requesting leave and may be subject to self-monitoring and social distancing at home for up to 14 days upon their return. Employees who are restricted from the workplace after voluntary travel may use any accrued leave except for sick leave. If the employee does not have any available leave, the leave will be unpaid.

School, Daycare, or Other Similar Entity Closure

In the event an employee needs to be home to care for a dependent due to a school, daycare, or other similar entity closure, the employee may use vacation and compensatory time banks, and negative vacation balances will be allowed. Verification of the school, daycare, or similar entity closure will need to be provided.

Government Building/Operations Shut Down

In the event the City Administrator suspends any non-essential services or shuts down any operations of a building or department, all employees of the building or department so affected who are not reassigned or relocated will be considered on administrative leave and will be paid normal wages without the use of leave banks.

Telecommuting/Remote Work

Employees in any of the above situations who the City Administrator determines can reasonably perform the essential functions of their position from home may request temporary arrangements with their supervisor to work remotely subject to approval by the City Administrator. Employees working from home will not be required to use leave banks for any time actually worked. If the City Administrator determines an employee cannot perform the essential functions of their position from home, the normal and above-mentioned leave uses will apply.



ACCOUNT #: _____

Application for Extended Payment Waiver

As a Consequence of the COVID-19 virus

I, _____, hereby verify that I have a financial hardship due to the COVID-19 virus.

Method of verification: _____

Employer Name: _____

Employer Phone: _____

*Attach documentation to application.

I further acknowledge that I represent all other users of the domestic service at the above location and that I have received notice of discontinuance of service and hereby understand that if agreed payment is not made my utility service will be discontinued.

I hereby agree to make payment to the City of Crete for my delinquent utility bill within 60 days from disconnect day stated on my bill. This payment is due on or before May 29, 2020.

I further understand that in consideration for the extension of time to pay my delinquent utility bill that I hereby waive any further notice of discontinuance of service that may be required under S70-1601, et. Seq, R.R.S., 1943, and hereby understand that if I do not fulfill the terms of this agreement the City of Crete will be allowed to disconnect my service without any further notice being required.

Date: _____

X

Customer Signature

Customer Phone Number

Approved: YES / NO