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**AMENDED MAPLE VALLEY ADMINISTRATIVE ORDER**  
**COVID-19 PANDEMIC PAY FOR REGULAR AND**  
**LIMITED PART-TIME EMPLOYEES**

**Effective Date:** April 1, 2020 through April 26, 2020. The effective date of this administrative order may be extended depending upon the duration of state and federal mandates related to the COVID-19 pandemic.

**1. Purpose:** The purpose of this administrative order is to create COVID-19 Pandemic Pay for Regular and Limited Part-Time City employees, as defined by the City of Maple Valley Employee Handbook. The City of Maple Valley is taking all appropriate measures to address the COVID-19 pandemic and to protect public health. Protecting the community and City staff is a priority and this order establishes COVID-19 Pandemic Pay and sets forth its application. This order is meant to augment and amend existing City of Maple Valley Employee Handbook policies during the COVID-19 pandemic.

**2. Definitions.**

**2.1** "COVID-19 Pandemic Pay" is the payment of regular wages and benefits afforded to Regular and Limited Part-Time Employees (1) with first level COVID-19 exposure; or (2) who have been directed by the City Manager to telecommute or work-on-site but who cannot due related to COVID-19 mandates imposed by the state or federal government.

**2.2** "First Level COVID-19 exposure" is direct contact with a person diagnosed with COVID-19 within the last 14 calendar days

**3. Affected Parties.** All Regular Employees who fall into one of two categories: (1) those with first level COVID-19 exposure; (2) those directed by the City Manager to telecommute or work-on-site but who cannot due to COVID-19 mandates imposed by the state or federal government. This administrative order does not apply to any employees who have been officially diagnosed with COVID-19 by a healthcare professional. This administrative order does not apply to any employee who is receiving unemployment benefits or Families First Coronavirus Response Act Policy benefits.

**4. COVID-19 Pandemic Pay Order.** The City Manager may determine that it is necessary to direct only certain employees report to work to complete essential City functions. During such time, staff who are able to reasonably telecommute and are directed to do so by the City Manager, will be allowed to do so. Managers and supervisors will coordinate this directly with eligible employees. To the extent that employees are not able to fully or partially telecommute, or to fully or partially work on-site, due to COVID-19 mandates imposed by the state or federal

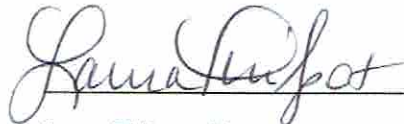
government, staff will be provided COVID-19 Pandemic Pay in accordance with the provisions in this Order.

**4.1** Employees who are on a planned absence, such as vacation leave and are not recalled back to work will not receive COVID-19 Pandemic Pay. Any employee already being paid sick leave shall be eligible for COVID-19 Pandemic Pay in lieu of continued use of sick leave once COVID-19 Pandemic Pay is in effect.

**4.2** FLSA Non-Exempt (hourly) staff will receive COVID-19 Pandemic Pay for those hours in which they are unable to telecommute (full or partially) or to work (fully or partially) their scheduled hours on-site. COVID-19 Pandemic Pay will only be made available to staff to cover their regularly scheduled work hours. For those Limited Part-Time employees who do not have regularly scheduled work hours, COVID-19 Pandemic Pay will be calculated based on the anticipated hours worked at future events that would have been scheduled but were not due to COVID-19 related city facility closures and federal and state COVID-19 mandates. Employees who are currently receiving unemployment benefits or who are currently receiving benefits under the Families First Coronavirus Response Act Policy are not eligible, and will not receive, COVID-19 Pandemic Pay.

**4.3** FLSA Exempt (salaried) employees shall continue to receive their normal salary, regardless of whether they are able to telecommute.

Signed on 31<sup>st</sup> March, 2020.

A handwritten signature in cursive script, reading "Laura Philpot", written over a horizontal line.

Laura Philpot, City Manager