

RESOLUTION #19/20-03

Before the Board of Directors of the Ambrose Recreation & Park District (a political subdivision) of Contra Costa County, State of California:

RESOLUTION

Approving an Emergency Administrative Leave Program for District Employees as a Response to the Spread of the Coronavirus (COVID-19)

WHEREAS, the Governor of the State of California, on March 4, 2020, issued a proclamation of a State of Emergency to address the global outbreak of the Coronavirus (COVID-19) and to protect the health and safety of the residents of the State by, among other things, making financial resources available to local governments to prevent the spread of the disease; and

WHEREAS, the Contra Costa County Board of Supervisors, on March 10, 2020, passed a resolution declaring the existence of a Local Emergency in Contra Costa County thus mobilizing County resources to combat the spread of the virus; and

WHEREAS, the President of the United States, on March 13, 2020 and as a response to reports that 1,800 cases of Coronavirus had been confirmed in 47 states and the World Health Organization's classification of the spread of the disease as a pandemic, declared a National Emergency, thus making funds available to state and local governments to prevent the spread of the Coronavirus, and urging members of the public to avoid congregations of more than 10 persons and to practice good hygiene; and

WHEREAS, the Health Officer of Contra Costa County, on March 16, 2020, issued an Order No. C19-07 under the authority of California Health and Safety Code requiring residents of the County to shelter within their residences, to only leave their residences for certain essential activities, and to maintain social distancing of at least 6 feet from other persons when outside of their residences; and

WHEREAS, the District, on March 16, 2020, in response to the order of the County Health Officer and to protect the health and safety of residents within the District's boundaries, temporarily closed all District parks and facilities to the public; and

WHEREAS, the District, in further response to the order of the County Health Officer and to protect the health and safety of District employees, desires to place non-exempt employees on paid administrative leave until further notice and to authorize the General Manager to establish rules for exempt employees to continue to perform their duties as necessary, but in compliance with the order of the County Health Officer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors:

1. In response to the spread of the Coronavirus and the order issued by the Health Officer of Contra Costa County and to protect the health and safety of District employees, approves the adoption and implementation of an Emergency Administrative Leave Policy, whereby all non-exempt employees of the District shall be temporarily placed on paid administrative leave, until further notice from the General Manager. Full-time employees shall receive their regular compensation and part-time employees shall be compensated for their regularly assigned hours. All employees shall be subject to recall by the General Manager for emergency and health and safety matters.
2. Authorizes the General Manager to establish rules for exempt employees to perform work in a manner that meets the operational needs of the District, is in compliance with the County Health Officer's order and otherwise safeguards the health and safety of such employees.

3. Directs the General Manager to convene emergency meetings, as warranted, or special meetings of the Board of Directors to apprise the directors of further governmental responses and actions to prevent the spread of the Coronavirus and of any other actions the District may desire to take to further protect the health and safety of District residents and employees.

THE FOREGOING RESOLUTION WAS ADOPTED at an emergency meeting on the 20th day of March 2020 by the Board of Directors of the Ambrose Recreation & Park District by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Chair, Trina Hudson

Date

I, THE UNDERSIGNED, hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Ambrose Recreation & Park District at an emergency meeting held the 20th day of March 2020

Doug Long, Clerk of the Board

Date