

**CITY OF MINNEAPOLIS  
EMERGENCY BUDGETARY LEAVE PROCEDURES  
(Links to [Policy](#))**

**Governing Policy:** City of Minneapolis Emergency Budgetary Leave Policy

**Synopsis:** Establishes procedures, roles, and responsibilities for emergency budgetary leave.

**Procedure History: Department Approval:** TBD, 2009

**City Council Approval (Received & Filed):** TBD, 2009

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**Links to Related Regulations:**

**Administering Departments:** Human Resources and Finance

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## I. Roles and Responsibilities

All employees of the City of Minneapolis play important roles to ensure compliance with the Emergency Budgetary Leave Policy. City employees must perform the responsibilities as outlined below and in accordance with the procedures developed for this policy.

<b>Role</b>	<b>Responsibility</b>
Employees	<ol style="list-style-type: none"><li>1. Comply with the <u>City of Minneapolis Emergency Budgetary Leave Policy</u> and Procedures.</li></ol>
Human Resources Director	<ol style="list-style-type: none"><li>1. Work with the Chief Finance Officer to establish, manage and modify procedures necessary to carry out and comply with the <u>City of Minneapolis Emergency Budgetary Leave Policy</u> in accordance with applicable laws, City ordinances, policies and rules.</li><li>2. Develop and maintain procedures for implementation and ongoing maintenance of the <u>Emergency Budgetary Leave Policy</u>.</li><li>3. Ensure the Human Resources staff are carrying out their responsibilities.</li><li>4. Ensure the city is complying with applicable laws and regulations.</li><li>5. Determine the appropriate means of communicating the <u>Emergency Budgetary Leave Policy</u> to all employees.</li></ol>
Chief Finance Officer	<ol style="list-style-type: none"><li>1. Work with the Human Resources Director to establish, manage and modify procedures necessary to carry out and comply with the <u>City of Minneapolis Emergency Budgetary Leave Policy</u> in accordance with applicable laws, City ordinances, policies and rules.</li></ol>
Department Heads	<ol style="list-style-type: none"><li>1. Understand and comply with the <u>Emergency Budgetary Leave Policy</u> with respect to the individuals covered by this policy.</li><li>2. Perform responsibilities as it pertains to managing current employees.</li><li>3. Make reasonable efforts to allow employees to check on the status of their families.</li><li>4. Determine if a layoff is necessary if there is a lack of funds or lack of work during a facility closure.</li></ol>
COOP Coordinator	<ol style="list-style-type: none"><li>1. Declare a citywide COOP event.</li><li>2. Ensure that all procedures are followed when determining those employees who will be affected by a budgetary leave.</li><li>3. Oversee the continuity of government authority, basic public safety services, and life safety services.</li><li>4. Authorize the closure of a facility.</li></ol>

## II. Purpose

To authorize the use of Budgetary Leave to protect employees from exposure during a COOP event pandemic.

### **III. Budgetary Leave**

If a Continuity of Operations Planning (COOP) event reaches Level 2 for a facility closure with no alternative site identified, or in the event of a Pandemic, World Health Organization (WHO) Level 4, employees shall be allowed to utilize their accrued but unused paid sick, vacation, administrative, or compensatory leave. Employees who are ill and have exhausted their available paid leave benefits shall not be paid. However, the City shall place such employees on Budgetary Leave as defined in their labor agreements or Civil Service Commission Rules, thus protecting their health care benefits and positions.

### **IV. Facility Closure/Workforce Reduction**

City operations that do not pose an immediate life, health, or safety risk to its occupants will remain open during COOP event situations unless directed otherwise by the COOP Coordinator.

Because of potential staffing shortages, employees may be deployed to provide support for varied city operations in alternative worksites and should be expected to come to work.

If a facility is closed by order of the COOP Coordinator and no alternative site is designated to which the employee is to report for work, the employee will be placed on Budgetary Leave, unless the employee chooses to be paid by utilizing vacation, sick leave, or compensatory time.

Employees who, prior to a facility closure, have previously requested and have been approved for time off (e.g., vacation, sick, or compensatory leave, or other leave of absence with pay) will have hours or days deducted from their accruals as approved in accordance with established rules.

If the facility closes after the start of an employee's shift, the employee will be paid for hours worked or the minimum hours designated in the relevant labor agreement. Employees who are scheduled to work but do not report to work and do not contact their supervisor prior to a facility closure are considered to have been absent without leave and will be subject to leave without pay for the full day. However, the department may authorize the use of vacation, sick leave, or compensatory time for the absence as individual circumstances warrant.

Departments should make every reasonable effort to allow employees who have reported to work to check on the status of their families, providing that doing so does not compromise COOP response functions.

If the shutdown extends for more than one week, the status of displaced staff may be reviewed by the department head to determine whether layoff due to either lack of funds or lack of work is in order.

### **V. Sick Leave Donation Program**

Administration of the City's Sick Leave Donation Program will be suspended for the duration of any COOP event.