

AMENDED EMERGENCY ORDER NO. 14-2020

ISSUED BY THE TOWN ADMINISTRATOR

On March 13, 2020, the Town Administrator for the Town of Parker did issue an Order Declaring a Local Disaster Emergency in and for the Town of Parker (the “Emergency Declaration Order”). The Emergency Declaration Order is to be in effect until March 20, 2020, and consent has been obtained by the Parker Town Council to extend the Emergency Declaration Order to such time as the Town Administrator shall determine, in her discretion.

Pursuant to Section 15.14 of the Parker Town Charter, the Town Administrator shall assume the authority to execute any action necessary for the protection of life and property. Such authority may include but not be limited to establishing regulations governing conduct and activities related to the cause of the emergency.

The purpose of this Emergency Order 14-2020 is to provide parameters for implementation of Section 7.2 of the Town of Parker Personnel Manual, concerning Reduction in Workforce/Layoffs, and to provide for furlough days for the fiscal year 2020. This Emergency Order shall:

1. Provide implementing regulations concerning Section 7.2 of the Town of Parker Personnel Manual. In accordance with Section 7.2, the Town Administrator has determined that a reduction in force is necessary and is hereby requiring the reduction and/or elimination of specific positions necessitated by the following reasons: budgetary or related economic decisions, restraints or restrictions; reduction or deletion of programs, projects or services; changes in priority of services being provided or required to be provided; and reduction in local government service levels. The foregoing are all due to the impacts of the coronavirus pandemic and resulting stay-at-home and other public health orders issued by the Colorado Governor, the Colorado Department of Public Health and Environment, and the Tri-County Health Department, which has resulted in a significant loss of revenue to Town of Parker businesses and the sales tax revenue for the Town of Parker and in the extended closure of Town facilities and cancellation of Town programs and events. In determining which positions are to be subject to reduction or elimination, Department Directors shall submit the following information for my consideration:
 - a. Recommendations for vacant and occupied positions that can be eliminated, positions for which hours can be reduced (full-time to part-time status), or positions that can be placed on extended furlough.
 - b. As part of the above recommendations, Department Directors shall consider both budgetary limitations and the current and projected impacts of the pandemic on service delivery. In addition, the following criteria should be considered:
 - i. Review the Town’s Strategic Goals, departmental and divisional goals as outlined in the budget and identify essential staffing levels;
 - ii. Proposed staffing reductions should focus upon minimizing the impact of service delivery to the public; and
 - iii. The possibility of restructuring a departmental or divisional work force should also be considered (e.g., reduction of full-time positions to part-time or temporary furloughs to alleviate or reduce the length and extent of proposed staffing reductions).

2. Establish ~~five (5)~~ one (1) furlough days for fiscal year 2020.
 - a. All Town of Parker employees, with the exception of commissioned Police Officers, shall serve furlough days on:
 - i. Monday, June 29, 2020
 - ii. ~~Monday, August 31, 2020~~
 - iii. ~~Friday, October 9, 2020~~
 - iv. ~~Friday, November 20, 2020~~
 - v. ~~Monday, December 28, 2020~~
 - b. With the exception of the police department facility, all Town facilities will be closed for the above furlough days, unless exempted by the Town Administrator.
 - c. Furlough days will be unpaid leave and employees will not be able to use their paid leave balances; employees will not be able to use any available leave, sick leave, or comp time to offset unpaid furlough days.
 - d. Employees shall not be permitted to complete any work on the day of furlough. Staff who possess Town equipment (e.g. laptops, cell phones, building access cards, other technology equipment) may retain them during the furlough day but may not access Town technology accounts or buildings.
 - e. Employees that violate this prohibition on working on the day of furlough shall be subject to discipline, up to and including termination.
3. Based on direction given by Town Council on July 27, 2020, in recognition of the hardship furlough days can cause to employees, all full-time and part-time benefitted employees shall be entitled to one floating holiday, to be taken after August 24, 2020, and prior to December 31, 2020.

This Emergency Order No. 14-2020 shall be effective immediately and shall remain in effect through the duration of the Order Declaring a Local Disaster Emergency, or until it is terminated or amended by the Town Administrator.

THIS EMERGENCY ORDER WAS AMENDED AS NOTED ABOVE IN ~~STRIKETHROUGH~~ AND UNDERLINING AND SUCH AMENDMENTS SHALL BE EFFECTIVE IMMEDIATELY.



Michelle Kivela
Parker Town Administrator

Date JULY 31, 2020

Time 12:09 PM