



**City  
Administrator**

Aaron Jenson, City Administrator  
111 S. Main Street • Waupaca, WI 54981  
ajenson@cityofwaupaca.org  
www.cityofwaupaca.org  
715.258.4411

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**To:** Mayor Smith and City Council

**From:** Aaron Jenson, City Administrator

**Date:** 2/02/2021

**Re:** Personnel Policy: Local Emergency Paid Sick Leave

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**Background:** In April of 2020 the City Council approved the Personnel Policy: Family First Coronavirus Response Act (FFCRA). By adopting this policy, the City of Waupaca came into compliance with the Federal requirements as outlined in the FFCRA. The FFCRA expired on December 31<sup>st</sup>, 2020.

**Summary:** Since the expiration of the FFCRA, local units of government and other organizations have deliberated on how to most appropriately provide for employees who are unable to work because of COVID-19. City staff has been on multiple webinars that have focused on this specific personnel topic. With input from these webinars and legal counsel, staff has drafted a personnel policy that aims to provide a local benefit for our City staff both full and part time.

The Local Emergency Paid Sick Leave Policy aims to accomplish the following...

- Provide a benefit for both full and part time employees who are unable to work due to a close contact in the workplace.
- Provide this benefit retroactively to start January 1, 2021.
- Establish safeguards to help discourage abuse of the benefit.
- Structure the benefit to encourage (not require) employees to get vaccinated as that option becomes available to them.
- Provide flexibility for changes based upon future Federal or State legislation.

**Recommendation:** To approve the attached Local Emergency Paid Sick Leave Policy.

**Attachments:**

- *Personnel Policy: Local Emergency Paid Sick Leave Policy*