

**CITY OF SPRINGVILLE  
CITY COUNCIL  
EMERGENCY COUNCIL MEETING  
March 31, 2020 4:30 p.m.**

The City Council of the City of Springville held an emergency council meeting at 4:30 p.m. on March 31, 2020. The purpose of the emergency meeting was to take action related to COVID19 pandemic response. The meeting was held by way of teleconference as authorized by a proclamation of Governor Kay Ivey on March 18, 2020 and public notice of the meeting was posted not less than 24 hours prior to the meeting.

**VOICE ROLL CALL:**

Present: Mayor William Isley, Herbert Toles, David Vinson, David Jones, Sherry Reaves, Tim Walker, Katrina Hennings, Wayne Tucker

Absent: None

Mayor William Isley called the meeting to order.

Mayor William Isley stated that he has taken the following actions related to COVID19 response:

- removed direct public access to all city facilities except by appointment
- install signage on all city facilities with information related to public access
- asked to amend personnel policy to send all non-essential employees home until April 15 with full pay and benefits; employees are to work at home if they have that capability
- freeze all capital funding for new projects, not to effect capital projects already funded
- to remove the use of all part-time employees except in police and fire departments
- all nonessential expenditures are frozen until further notice
- an executive order of the mayor to the public will be issued in the immediate future


James Hill stated that public notice of the meeting was provided not less than 24 hours prior to the start of the meeting, that the meeting was held electronically as authorized by a proclamation of Governor Kay Ivey on March 18, 2020, and that the matters to be considered are matters related to the response to the COVID19 pandemic.

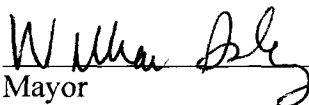
David Jones made a motion to that pursuant to recommendations from public health agencies, accessibility to all city facilities is prohibited except by appointment. Sherry Reaves seconded the motion. A roll call vote was taken and all voted aye.

Sherry Reaves made a motion to approve Resolution 2020-02 to amend the personnel policy to establish "emergency leave" to authorize payment of certain employees who otherwise are able to work but are required not to come to work due to emergency conditions; to authorize work from home if they have that capability considering the nature of the work and cybersecurity issues; and to implement said emergency leave effective March 29, 2020 through April 15, 2020. Discussion included concerns related to call-in of employees to address urgent matters, prevention of any conflict with the Families First Congress Act adopted by the US Congress, and the possible extension of the period of leave if public health conditions so require. David Vinson seconded the motion. A roll call vote was taken and all voted aye.

With no further business to come before the council, Katrina Hennings made a motion to adjourn. David Jones seconded the motion. All voted aye.

Attest:

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

**Resolution 2020-02**

**A RESOLUTION AMENDING THE CITY OF SPRINGVILLE  
PERSONNEL POLICIES AND PROCEDURES**

**RECITALS:**

**WHEREAS**, the City Council (the “Council”) for the City of Springville, Alabama (the “City”) has adopted Personnel Policies and Procedures (the “Handbook”) for employees of the City; and

**WHEREAS**, it becomes necessary from time to time to update and amend the Handbook to more fairly and equitably regulate employment related matters.

**NOW, THEREFORE**, the following Sections of the Handbook are hereby amended as follows:

Section 1: Section 8 “LEAVE” is hereby amended to add Section 8.7 “Emergency Paid Leave”

**8.7 EMERGENCY PAID LEAVE**

On rare occasions after the Declaration of a State of Emergency or a Declaration of Emergency Conditions (a “Declaration of Emergency”) by the Mayor or the City Council, there may exist such circumstances whereby it is in the best interest of the health, safety and welfare of the employees of City of Springville and the public at large for employees to be given paid leave for discreet periods of time in addition to the other leave time afforded by the City. Said leave shall be titled Emergency Paid Leave, shall be in addition to other leave afforded by the City and shall be authorized for such periods of time as determined by the Council.

During times when the Council has authorized Emergency Paid Leave, Department Heads or the Mayor are authorized to create a work schedule for the employees under their direction to ensure the essential functions of government remain operational while minimizing the risk of adverse health or safety conditions to their employees. In such instances, employees that are directed not to come to work during times they would otherwise be scheduled to work will be given leave with pay (“Emergency Paid Leave”).

Employees who are on Emergency Paid Leave will continue to have their time credited for purposes of accruing other leave afforded by the City. Said time will not be credited towards time worked for calculation of overtime purposes as described in the Handbook.

During times when the Council has authorized Emergency Paid Leave, requests for vacation, compensatory time leave or similar voluntary leave may be denied.

During times when the Council has authorized Emergency Paid Leave, Department Heads are authorized to allow employees, who are deemed able by their Department Head and who have

the technological capabilities as confirmed by the City Technology Department, to work from home. Said employees will be compensated as if the same were working at their work location and will not be construed as taking Emergency Paid Leave when working from home. Hours worked from home will be credited towards time worked for calculation of overtime purposes as described in Section 507 of the Employee Handbook.

Employees who are scheduled to work and who are required to work during times when the Council has authorized Emergency Paid Leave, will be paid at their regular rate of pay and their time worked will be credited towards time worked for calculation of overtime purposes as described in Section 507 of the Employee Handbook.

Emergency paid leave is intended to allow the Mayor or the Department Heads to dictate working schedules and pay employees who are directed not to come to work but who would otherwise be available for work. Employees who have an applicable qualifying event (a "Qualifying Event") making them eligible for "Emergency Paid Sick Leave" as contemplated by the Family First Coronavirus Response Act (the "Act") will be placed on said leave immediately and in lieu of all other accrued leave. Employees who are sick but do not have a Qualifying Event or who have exhausted their leave under the Act will be required to use accrued sick leave.

Section 2: This revision shall be applied retroactively effective March 29, 2020 as the same was the intent of the City from said date.

Section 3: Any provision in the Handbook to the contrary is hereby replaced in its entirety by the above.

ADOPTED and APPROVED this the 31st day of March 2020.

City of Springville, Alabama

By: William M. Isley  
William M. Isley,  
Mayor

ATTEST:

Kelli Lee

Kelli Lee,  
City Clerk

State of Alabama  
St. Clair County  
City of Springville

I, Kelli Lee, City Clerk for the City of Springville, Alabama do hereby certify that the above and forgoing is a true and exact copy of that Resolution adopted by the Springville City Council, Springville, Alabama at an emergency meeting held on the 31st day of March, 2020 and the same now appears in the Resolution book of the City of Springville and was posted in three public places being the Springville City Hall and Springville Public Works Building and Springville Post Office.

Kelli Lee

Kelli Lee, City Clerk