

TITLE

AN ORDINANCE TO AMEND ORDINANCE NO. 27-85, TITLED "A PERSONNEL PLAN FOR EMPLOYEES OF THE CITY OF OAK RIDGE, TENNESSEE," AS AMENDED, SECTION 11.2, TITLED "EMERGENCY LEAVE," SUBSECTION B, TITLED "USE OF EMERGENCY LEAVE," BY ADDING A NEW SUBPART TO GIVE THE CITY MANAGER AUTHORITY, IN UNUSUAL CIRCUMSTANCES, TO IMPLEMENT TEMPORARY POLICIES ALLOWING EMPLOYEES TO IMMEDIATELY USE EMERGENCY LEAVE.

WHEREAS, the City's Personnel Ordinance establishes a leave system which includes an Emergency Leave bank that is intended to serve as a short term disability program for employees; and

WHEREAS, this Emergency Leave bank is accessed after one workweek of General Leave and is used for situations such as serious personal illness, recovery from surgeries, and FMLA-approved care of family members, but it can also be accessed and used immediately for funeral leave of immediate family members; and

WHEREAS, with the surge of COVID-19 variants in the region, it is anticipated that some employees may not have sufficient General Leave to utilize prior to accessing their Emergency Leave bank should the employee become infected with this highly contagious disease; and

WHEREAS, the City Manager proposes to modify the Personnel Ordinance to allow the City Manager to implement temporary policies that allow an employee immediate use of their Emergency Leave bank in unusual circumstances such as, but not limited to, the current COVID-19 pandemic; and

WHEREAS, the Personnel Advisory Board met on January 25, 2022 and voted unanimously to recommend approval of the proposed modification to City Council; and

WHEREAS, the City Manager recommends that the Personnel Ordinance be amended as set forth below.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. Ordinance No. 27-85, titled "A Personnel Plan for Employees of the City of Oak Ridge, Tennessee," Section 11.2, titled "Emergency Leave," Subsection b, titled "Use of Emergency Leave," is hereby amended by adding a new Subpart 3, which new subpart shall read as follows:

11.2 EMERGENCY LEAVE

b. Use of Emergency Leave

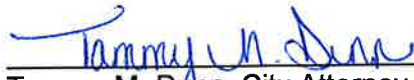
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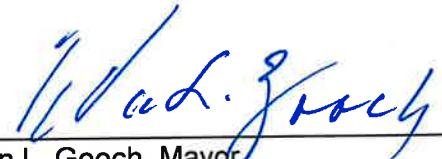
3. In the case of unusual circumstances (ex. pandemic), the City Manager is authorized with advance written notice to City Council

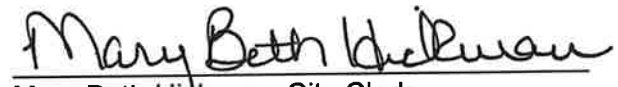
to implement temporary policies that allow an employee to immediately use Emergency Leave without the requirement of utilizing one (1) workweek of General Leave.

Section 2. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

  
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Tammy M. Dunn, City Attorney

  
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Warren L. Gooch, Mayor

  
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Mary Beth Hickman, City Clerk

First Reading: 01/18/2022  
Publication Date: 01/24/2022  
Second Reading: 02/14/2022  
Publication Date: 02/18/2022  
Effective Date: 02/24/2022