

OFFICE OF THE MAYOR FOR THE CITY OF COLUMBIA CITY
STATE OF INDIANA

EXECUTIVE ORDER 2020-14

AN EXECUTIVE ORDER REQUIRING CERTAIN CITY EMPLOYEES TO WORK
REMOTELY DURING DECLARED EMERGENCY

WHEREAS, the Governor of Indiana has declared a public health emergency for Coronavirus Disease 2019 Outbreak ("COVID-19") pursuant to I.C. 10-14-3-12; and

WHEREAS, the President of the United States has declared a national emergency for the same; and

WHEREAS, it is imperative to allow certain city employees to work remotely in an effort to curtail the community spread of COVID-19; and

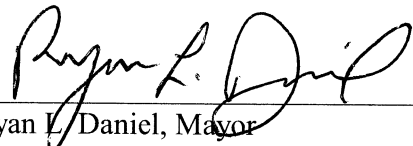
WHEREAS, allowing certain employees to work remotely will further help promote the safety and well-being of both city employees and general public during the declared emergency; and

NOW, THEREFORE, IT IS ORDERED by the Mayor of the City of Columbia City that department heads and department supervisors shall implement a plan to allow essential city offices and departments to remain operational but to also allow certain city employees to work remotely until further notice; and

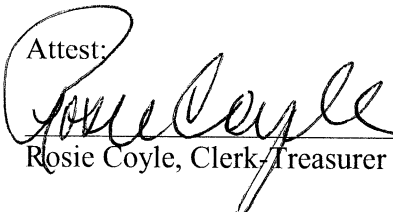
IT IS FURTHER ORDERED by the Mayor of the City of Columbia City that those employees shall receive pay (hourly and/or salaried) for their regularly scheduled non-overtime work hours subject to the conditions set forth as follows:

- a. If some or all of the employee's job functions can be performed from home, the employee is expected to perform those job functions from home during the employee's regularly scheduled non-overtime work hours;
- b. During the employee's regularly scheduled non-overtime work hours during the emergency, the employee is considered "on-call" and, therefore, must be available by phone to respond to calls from other City officials and must be available to return to their work station within two (2) hours of notice from their supervisor, Mayor, or his/her designee;
- c. The employee may not work or earn compensation from any other source during the employee's regularly scheduled non-overtime work hours (i.e., for which the employee would earn Emergency Stay Home Pay);

SO ORDERED on this 24th day of March, 2020.



Ryan L. Daniel, Mayor
City of Columbia City

Attest:


Rosie Coyle, Clerk-Treasurer