

April 20, 2020

All Staff:

With the expected loss of revenue due to the COVID-19 pandemic, the City must take measures to cut cost while maintaining staffing leveling as we continue to offer the best possible service to the community. The Mayor and Auditor will meet on a regular basis to review the budget and needs of the city. Based upon our current information we will be implementing the following cost cutting measures:

Effective immediately:

- Cut out all overtime/compensatory time, we will implement a flex schedule of staff whenever possible. If we know in advance that staff is required to work during the evening/weekend hours will be reduced during the regularly scheduled workday for non-bargaining unit employees.
 - In the event that it is absolutely necessary to work beyond 40 hours , due to an emergency, it will require prior approval by a Director.
- Hiring Freeze - prior to filling any vacant positions beyond what is currently posted, there will be no additional hiring in the near future. In the event of a vacancy the hiring supervisor will complete a needs assessment as to whether the position needs filled now or can be looked at later.
- No travel to conferences/trainings unless it is a requirement to achieve and/or maintain a license or certification until further notice. Free events will be looked at on a case by case basis with the Appointing Authority having final approval.
 - For travel already paid for, an exception will be made in the event the conference/training expenses was previously paid and is nonrefundable.
 - Law Enforcement staff will continue to work with their command staff on what travel/training will be approved.

Effective July 1, 2020, we will freeze all steps for Chapter 160 employees. The reimplementation will be review as soon as possible.

Everyone is going through this very difficult time. We appreciate your cooperation as we move through the next few months. As always, if you have any questions, please do not hesitate to ask.

Please stay safe and take care of yourselves,

Sandra Boller
Human Resources Director