

**CITY OF CRAIG
RESOLUTION 20-09**

AMENDING THE CITY OF CRAIG EMPLOYEE HANDBOOK

WHEREAS, the City of Craig Employee Handbook, also known as the Personnel Rules, sets many terms and conditions of employment at the City of Craig; and,

WHEREAS, among these terms and conditions is a need for a policy defining furlough of employees.

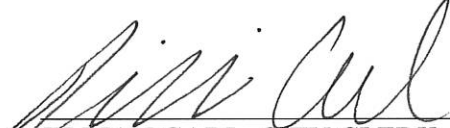
NOW, THEREFORE BE IT RESOLVED THAT the Craig city council amends the City of Craig Employee Handbook to add a new section titled "Section 603-Furloughs" a copy of which is attached to this resolution.

BE IT FURTHER RESOVED that the effective date of this action is April 3, 2020.

PASSED AND APPROVED by a duly constituted quorum of the city council this 2nd day of April, 2020.



MAYOR TIM O'CONNOR



JILLIAN CARL, CITY CLERK



603 Furlough

Effective Date: 04/03/2020

Revision Date:

The City may place any employee on furlough status. Furlough status removes the employee from regular work schedule due to economic, public emergency, or other circumstance.

Employees may be furloughed whenever the Mayor determines a shortage of work or funds, the abolishment of a position, or other changes in the City's organization necessitate a reduction in the number of active employees for the good of the city. Performance evaluations may be undertaken and used as an aid in determining the good of the city at the time of furlough.

The city may implement furloughs at any time in writing to the affected employee. The furlough may be definite or indefinite in length. Salary/wages will not be paid to a furlough employee. The city may continue to pay employee benefits during the furlough period, or may furlough an employee without benefits, provided that the employee is notified in writing of the terms of compensation, if any, during the furlough period. In no event will benefits be paid to a furloughed employee for more than 90 days of any given furlough event.

An employee on furlough status may be recalled to work, or the employee's status may be changed to Lay Off, or another status identified in Section 408 of these rules. Upon written notification, an employee on furlough status will return to active status without delay, and be restored to the salary/wage and benefits in place for the employee when the furlough order was issued, subject to city-wide salary/wage and/or benefit changes made by the Craig City Council. Furloughed employees may be changed to Layoff status at any time by the City of Craig.