



**Request for City Council Committee Action
from the Departments of Health & Family Support, Human
Resources, and Emergency Preparedness**

Date: November 16, 2009
To: Council Member Scott Benson, Chair – Health, Energy & Environment Committee
Subject: Continuity of Operations Plan Annex to the Emergency Operations Plan – Negative Sick Leave policy
Recommendation: Approval of the Negative Sick Leave policy
Previous Directives: City Council approval of the Emergency Operations Plan – February 1, 2008
City Council approval of the Continuity of Operations Plan Annex – October 30, 2009

Department Information

Prepared by: Gretchen Musicant – 673-3955
Approved by:

Gretchen Musicant, Commissioner of Health

Presenters in Committee: Gretchen Musicant, Commissioner of Health
Rocco Forté, Director of Regulatory Services & Emergency Preparedness

Reviews

Permanent Review Committee (PRC): Approval Not applicable
Policy Review Group (PRG): Approval Not applicable

Financial Impact

None

Supporting Information

The Continuity of Operations Plan represents the City’s ability to respond to emergencies which involve its own workforce or physical assets. COOP efforts are directed inward, ensuring that the City can continue to provide essential functions and services.

It is in the interest of the City to encourage ill employees to stay home. While this is always true, it is especially important during a widespread outbreak of a contagious disease. For newer employees and those who have used up their accrued sick leave, the financial cost of forgoing pay may encourage employees to come to work sick and possibly infect fellow workers and the public with whom they come in contact.

The Negative Sick Leave policy encourages all departments to allow Minneapolis City employees without accrued sick leave to use up to 6 days of sick leave, earning a negative sick leave balance. After an employee has a negative sick leave balance, future accrual of sick leave will be used to bring the sick leave balance back to zero and it will then begin to accrue in a positive direction if no further sick leave is used.

This change is a part of the City's response to the H1N1 Influenza outbreak and the implementation of the City Continuity of Operations Plan (COOP). This policy will apply when the City is at COOP level 2 or higher.