

MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING

DATE: May 6, 2020
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Review and Approval of Administrative Leave and Standby Pay Policy During COVID-19 Pandemic

RECOMMENDED ACTION:

Staff recommends that the Board review and approve the Administrative Leave and Standby/On-Call Pay Policy During COVID-19 Pandemic (**ATTACHMENT 1**) as presented, or in substantially the same form.

FISCAL IMPACT:

There is no fiscal impact associated with approving this policy.

FUNDING SOURCE:

Not applicable

FUNDING BALANCE:

Not applicable

DISCUSSION:

As mentioned in the previously presented Emergency Telecommuting (Telecommuting) Policy, as a result of Coronavirus Disease 2019 (COVID-19) and the subsequent state and county orders (Orders) requiring residents to Shelter-in-Place (SIP), the District had to shift normal operations, to provide continuity of service and comply with those Orders.

While the Telecommuting Policy covers a majority of District employees, most “field staff” (Ranger) jobs are not suited for remote work, as they primarily involve working in the parks, and constant public interaction, neither of which are allowed in the Orders. Rangers are essential employees, however, who may be (and have, on several occasions) called to report to work for specific projects, or as needed (i.e., parking lot work, Easter) during the SIP. Additionally, as all public employees are classified as disaster service workers, subject to disaster service activities, we need to ensure their availability to respond to emergencies, not just within the District.

In short, the District has placed ranger staff on a rotating schedule, where a third are on-duty, performing limited park and desk duties, and ensuring social distancing from the public, while the remainder serve on standby/on-call status and receive administrative leave pay. The draft policy, developed for the District by the labor and employment law firm, Liebert Cassidy Whitmore (LCW), defines this temporary arrangement.

Staff asks the Board to review and approve the legally vetted policy, as presented.

ATTACHMENT:

1. [Draft Administrative Leave and Standby/On-Call Pay Policy During COVID-19 Pandemic](#)