

RESOLUTION

UPDATE TO AUTHORIZATIONS TO ADDRESS A LOCAL EMERGENCY RELATED

TO CORONAVIRUS (COVID-19) AND SUPERSEDING A RESOLUTION

ADOPTED MARCH 24, 2020

WHEREAS, on March 24, 2020, the Board of Directors of the James City Service Authority ("JCSA") adopted a resolution to enact and authorize certain policy and operational changes in response to the novel coronavirus (COVID-19) (the "virus"); and

WHEREAS, although the states of emergency and disaster related to the virus still exist, the policy and operational modifications needed to mitigate the impact of the virus on necessary operations of JCSA have changed; and

WHEREAS, on June 8, 2020, after a duly advertised public hearing, the Board of Directors verified that the JCSA's accounts receivable arrearages exceed 1% of its annual operating revenues and approved such exceedance, thereby exempting JCSA from the moratorium provisions of Item 4-14.7.a. of the budget adopted during the General Assembly's Reconvened Special Session I, and enacted on April 7, 2021 as 2021 Virginia Acts of Assembly Chapter 552; and

WHEREAS, the Board of Directors finds it necessary to continue to provide flexibility in managing JCSA operations during the period of emergency and disaster caused by the virus.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority that a local emergency exists and the General Manager is authorized to enact such emergency staffing plans as he deems appropriate to respond to, and mitigate the effect of, the virus.

BE IT FURTHER RESOLVED that during the emergency and disaster caused by the virus, certain sections of the James City County Personnel Policies and Procedures Manual (the "Manual"), which was adopted *nunc pro tunc* for the JCSA by the Board of Directors, are hereby amended or suspended as more particularly described herein:

1. The following sections in Chapter 2, Employment, of the Manual are suspended in their entirety.
 - a. Section 2.5, to allow the JCSA to hire employees as needed without delay.
 - b. Section 2.8, to allow the JCSA to promote, transfer, reinstate, and other needed job changes without delay.
 - c. Section 2.13, prior to initiating a reduction in workforce.
 - d. Section 2.14, to eliminate certain requirements prior to reducing Limited Term or Other positions.

2. The following sections in Chapter 4, Compensation Plan, of the Manual are suspended in their entirety.
 - a. Section 4.7, to allow greater flexibility in setting wages for new, reinstated, and rehired employees.
 - b. Section 4.14(G), to suspend pay discrepancy complaint process timelines.
3. Section 4.10 in Chapter 4, Compensation Plan, of the Manual is amended by adding the following language: "Notwithstanding any limitations of the Manual, the General Manager may set the appropriate compensation for employees placed on an alternative schedule or on-call as part of any emergency staffing plan adopted under the Emergency Operations Plan. Such compensation may equal or approximate the amount an employee otherwise would earn. All compensation authorized hereunder shall be consistent with state and federal employment laws."
4. The following sections in Chapter 5, Employee Benefits, of the Manual are suspended in their entirety.
 - a. Section 5.4, to allow the JCSA to publish new leave guidance and categories as Federal/State Legislation emerges.
 - b. Sections 5.6(C)(1) and (D) to allow Employee Assistance Counseling benefits to be extended to all staff and temporarily suspends the requirement to assist employees to access at least one fitness center.
 - c. Section 5.10 to allow the JCSA to temporarily suspend new requests for Employer Assisted Home Ownership program.

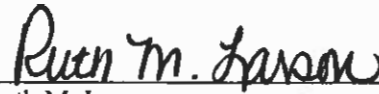
BE IT FURTHER RESOLVED that upon a declaration that residents of the County are ordered to stay at home or are otherwise prevented from coming to any JCSA office by federal, state, or local mandate, all deadlines, wherever found, including but not limited to the Virginia Code, the County Code, County Ordinances, the Manual, the JCSA Regulations, or otherwise, shall be tolled during such time.

BE IT FURTHER RESOLVED that the Board of Directors appoint the following persons as Deputy General Managers, who shall serve as the chief administrative officer of the JCSA in the following order of succession should the General Manager be unavailable to act: (1) Stephanie Luton, Assistant General Manager; (2) Michael Youshock, Chief Engineer (Water).

BE IT FURTHER RESOLVED that the General Manager is empowered and directed to restrict public from entering or congregating around JCSA-owned buildings, facilities, and real property in the least restrictive manner as reasonably necessary to ensure the health, safety, and welfare of the public and JCSA staff.

BE IT FURTHER RESOLVED that this resolution shall replace and supersede that resolution adopted by the Board on March 24, 2020 affirming an emergency staffing plan and authorizations to address a local emergency related to coronavirus.

BE IT FURTHER RESOLVED that the effect of this resolution shall automatically terminate upon action by the James City County Board of Supervisors ending the Declaration of a Local Emergency.



Ruth M. Larson
Chairman, Board of Directors





ATTEST:



Teresa J. Fellows
Deputy Secretary to the Board

SADLER
ICENHOUR
HIPPLE
MCGLENNON
LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
	___	___	___
	___	___	___
	___	___	___
	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of June, 2021.

UpdCornavirResp-res