

# GOVERNMENT OF THE CITY OF SOUTH FULTON

## Office of the City Manager


WILLIAM “BILL” EDWARDS  
MAYOR



ODIE DONALD II  
CITY MANAGER

### MEMORANDUM

**TO:** Honorable Mayor William “Bill” Edwards, City Council Members & Citizens of the City of South Fulton

**FROM:** Odie Donald II   
City Manager

**DATE:** March 12, 2020

**SUBJECT:** **Administrative Response to COVID-19**

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#### **City Hall Hours**

City Hall will be closed to the public on Friday, March 13, 2020. Staff is directed to report at 11am and additional operating hours are forthcoming. Prior to reporting to any City facility, staff is instructed to contact Human Resources and/or their department head for guidance. All department heads are directed to schedule and coordinate individual conference calls with impacted staff members to be held no later than COB on Monday, March 16, 2020.

#### **State of the City Address (SOCA)**

The State of the City Address is officially postponed until at least May 2020.

#### **Clerk’s Office/City Council Meetings**

The City of South Fulton will continue to conduct official business and coordinate public City Council meetings. Until Further notice, all City Council Meetings will not be open to the public but will be held and broadcast from City Hall via streaming on YouTube. A public comment page will be available on the website that will open 24-hours prior to the meeting and will close at 12pm on the date of the appropriate Council meeting. The Clerk will call out all votes prior to moving on to the next agenda item for public and visual record. Staff will continue to work out kinks any technical kinks for the March 31, 2020 Council meeting where this remote process will go live.

#### **Community Development & Regulatory Affairs Department**

##### **Zoning Cases**

Staff is exploring the option of postponing all Zoning Cases until at least April 1, 2020. Please direct all inquiries to the Citizen Response Center at 470-552-4311.

#### **Parks, Recreation and Cultural Affairs Department**

Effective Friday, March 13, 2020, all programming is suspended until further notice and all facilities are closed. The City Manager’s Office is evaluating the potential of opening Sandtown Recreation Center and Burdett Recreation Center on Tuesday, March 17, 2020 with limited staff and availability. The facilities will likely be closed to the public and will operate with two (2)

employees at each location. The City Manager's Office is also exploring the option of providing STEM services to children of employees effected by school closures.

### **Municipal Court**

Effective, Friday, March 13, 2020, Municipal Court operations are suspended until further notice. All cases during this time will receive notification of a court date and notice of the reset dates will be mailed to the address of record. Citizens are encouraged to pull ticket information and pay their fines online by visiting at [www.southfultonpay.com](http://www.southfultonpay.com). For additional information, please call 470-809-7400 or email [Courtclerk@cityofsouthfultonga.gov](mailto:Courtclerk@cityofsouthfultonga.gov) about your case. Staff will update the auto-attendant to inform the public of the changes to Court operations. A live attendant will be available no later than Tuesday, March 17, 2020 to answer any questions directly. **No bench warrants will be issued for those who have court scheduled during this time.**

### **Public Works/Facilities**

#### **Facility Cleaning**

Cleaning for City Hall will begin on Saturday, March 14, 2020. A schedule is forthcoming for all remaining facilities.

#### **Equipment**

Purchase of walkie talkies/radios for staff to use at facilities is in progress. Related items will be purchased through the City Manager's Office leveraged with funds made available by Council budget with documentation provided for approval/review.

### **Human Resources**

#### **Essential and Non-Essential Staff**

Essential staff are those employees that are designated as such by the City Manager for the purpose of providing essential services to City residents or other employees during city, county, state, or federal declared emergencies. The following departments (not limited to) have essential employees:

- City Clerk's Office
- City Manager
- Communications & External Affairs
- Community Development & Regulatory Affairs
- Fire Rescue
- Information Technology
- Municipal Court
- Parks, Recreation & Cultural Affairs
- Police
- Public Works

Non-Essential employees will be extended administrative leave and/or telework options during any declared precautionary actions (i.e. closures.). Human Resources has evaluated the classifications eligible to telework (see attached spreadsheet).

#### **New Hires**

Virtual onboarding will occur for new hires in essential positions that have received an offer with a date (i.e. Firefighters and Police Officers) and are scheduled to be onboarded on Monday, March 16, 2020 and Tuesday, March 17, 2020. Non-essential new hires that have not received a

start date and/or are subject to begin at the end of March 2020 will likely receive notice that the start date has been postponed at a time not yet determined as of the date of this memorandum.

### **Teleworking**

Hourly employees that are considered essential will be given the necessary resources (i.e. laptop, cellphone) to telework and will be given the ability to clock-in and clock-out. There will be a telework agreement on file establishing telework expectations and responsibilities (see attached documents).

### **Administrative Leave**

Non-Essential hourly employees not identified as eligible for telework will be extended administrative leave. Human Resources will document and work with the department to notify employees about reporting protocol and establish regular/on-going communication about their administrative status. Notification of this status will be provided by either Human Resources or the department head. Such notice should be expected on or before March 18, 2020.

### **Process for Distributing Protective Equipment**

Risk Management serves as the point of contact for the distribution of protective equipment for employees at City Hall, Parks, Recreation & Cultural Affairs and any other impacted department that is nonpublic safety. Priority will be given based on essential and non-essential status and level of interaction with the public.

### **Suspended Services**

#### **Fire Rescue Department**

- Community Events
- Community Meetings at the Fire Stations
- Fire Station Tours
- Fire Inspections
- Public and Life Safety Programs

#### **Police Department**

- Fingerprinting for Criminal History Checks
- Police Report request to the public will be filled by email or mail to the citizens address

#### **Parks, Recreation and Cultural Affairs**

- All Programming

Should you need further information regarding this correspondence, please contact Odie Donald II at [odie.donald@cityofsouthfultonga.gov](mailto:odie.donald@cityofsouthfultonga.gov).

Department	Job Class	Essential/Non essential	Exempt/Non-exempt	Telework	Administrative leave	Normal Works Schedule
Parks, Recreation & Cultural Affairs	Recreation Site Supervisors,	Non-Essential	non-exempt	0	4	0
Parks, Recreation & Cultural Affairs	Recreation Site Supervisors, Assistants	Non-Essential	non-exempt	0	7	0
Parks, Recreation & Cultural Affairs	Recreation Specialists	Non-Essential	non-exempt	0	8	0
Parks, Recreation & Cultural Affairs	Grounds Maintenance Supervisors	Non-Essential	non-exempt	0	2	0
Parks, Recreation & Cultural Affairs	Grounds Maintenance Worker	Non-Essential	non-exempt	0	15	0
Parks, Recreation & Cultural Affairs	Cultural Affairs Managers	Non-Essential	exempt	0	2	0
Parks, Recreation & Cultural Affairs	Administrative Specialist	Non-Essential	non-exempt	0	2	0
Parks, Recreation & Cultural Affairs	Deputy Director	Non-Essential	exempt	1	0	0
Parks, Recreation & Cultural Affairs	Recreation Manager	Non-Essential	exempt	1	0	0
Parks, Recreation & Cultural Affairs	Manger of Programs	Non-Essential	exempt	1	0	0
Parks, Recreation & Cultural Affairs	Administrative Coordinator I	Non-Essential	non-exempt	1	0	0
Community Development & Regulatory Affairs	City Engineer	Non-Essential	Exempt	2	0	0
Community Development & Regulatory Affairs	Planner	Non-Essential	Exempt	2	0	0
Community Development & Regulatory Affairs	Administrative Coordinator II	Non-Essential	Exempt	1	0	0
Community Development & Regulatory Affairs	Development Site Inspector	Non-Essential	non-exempt	0	2	0
Community Development & Regulatory Affairs	Arborist	Non-Essential	Exempt	0	1	0
Community Development & Regulatory Affairs	Code Enforcement Team Leader	Non-Essential	non-exempt	0	2	0
Community Development & Regulatory Affairs	Code Enforcement Officer	Non-Essential	non-exempt	0	10	0
Fire	Administrative Coordinator I	Non-Essential	non-exempt	0	1	0
Fire	Administrative Specialist II	Non-Essential	non-exempt	0	1	0
Fire	Administrative Coordinator II	Non-Essential	Exempt	1	0	0
Fire	Administrative Manager, Fire	Non-Essential	Exempt	1	0	0
Fire	All Sworn	Essential	non-exempt/exempt	0	0	135
Police	Administrative Coordinator II	Non-Essential	Exempt	1	0	0
Police	Administrative Specialist	Non-Essential	non-exempt	0	4	0
Police	Adminstrative Manager	Non-Essential	exempt	1	0	0
Police	Criminal Information Systems Tech	Essential	non-exempt	0	0	4
Police	GCIC Records Manager	Essential	exempt	0	0	1
Police	Records and Docs Supervisor	Essential	exempt	0	0	1
Police	All Sworn	Essential	non-exempt/exempt	0	0	140
IT	GIS Manager	Essential	exempt	1	0	0
IT	IT Service Desk Analyst	Essential	non-exempt	1	0	0
IT	Network Administrator	Essential	exempt	1	0	0
HR Staff	All Staff	Non-Essential	exempt	5	0	0
Finance	All Staff	Non-Essential	Exempt/Non-exempt	13	4	0
Communications & External Affairs	All Staff	Essential	Exempt/Non-exempt	4	0	0
Destination South Fulton	All Staff	Non-Essential	Exempt	2	0	0
Municipal Court	All Staff	Non-Essential	non exempt/exempt	6	0	0
Public Works/General Services	Administrative Coordinator I	Non-Essential	non exempt	0	1	0
Public Works/General Services	All Staff	Essential	non exempt/exempt	0	0	9
<b>Total</b>				<b>46</b>	<b>66</b>	<b>290</b>

**I. Statement of the Policy**

The City supports programs and activities that complement the use of public and group transportation and embrace the goal of improving the quality of life for City employees and citizens. Accordingly, the City supports telecommuting as a viable workplace alternative to a traditional workplace and as a means of reducing overhead costs and improving the environment. The City will actively support telecommuting when it is reasonable and practical to do so and where operational needs will not be adversely affected.

Telecommuting is a cooperative arrangement between the City and an employee, based on the needs of the job, work group, and the City. Telecommuting is a privilege. The City has the right to deny the telecommuting option to individual employees and to review, modify or terminate a telecommuting arrangement at any time, for any reason or no reason at all.

**II. Background and Applicability**

This policy applies only to exempt employees in all departments, unless otherwise required by applicable law.

**III. Telecommuting Defined**

Telecommuting is working at home or at other off-site locations that are linked electronically (via computer, fax, etc.) to a central office or principal place of employment. Telecommuting does not include instances where a supervisor occasionally allows an employee to work at home on a temporary, irregular basis.

**IV. Eligibility Guidelines**

Telecommuting is normally reserved for employees in exempt positions, since non-exempt positions require careful tracking of time worked to ensure that overtime policies are properly observed. Telecommuting is more challenging for non-exempt employees due to record keeping requirements that require recording of each workday showing when the employee begins and ends the workday as well as meal and break periods.

Management will consider several criteria when determining if an employee will be permitted to telecommute, including proven ability to perform, high job knowledge, ability to establish clear objectives, flexibility, ability to work independently, and dependability.

Management will also consider several criteria when determining if the nature of an employee's work lends itself to telecommuting, such as whether the job entails working alone or with equipment that can be kept at the alternative job site, whether the job has clearly defined tasks and objectives, whether the job is flexible, and whether the job has measurable work activities.

All requests should be treated equitably, regardless of the employee's reason for making the request. The following guidelines are applicable:

- In any work arrangement, employees will be expected to meet the same

performance standards as otherwise required, and supervisors/managers will be expected to use the same performance review criteria that were previously applicable.

- Employees who propose a telecommuting agreement should ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work. Where applicable, telecommuters will need to find ways to maintain a distinct separation between work activities and personal activities.
- All telecommuting work arrangements are subject to ongoing review and may be terminated at any time, by either party.
- All terms and conditions of employment with the City, e.g. duties, responsibilities, benefits, salary, etc., remain unchanged as a result of the telecommuting arrangement.

## **V. Telecommuting Agreement**

Any employee eligible for a telecommuting arrangement will be required to sign a Telecommuting Agreement prior to beginning remote work. A Telecommuting Agreement is not a contract of employment. Either the employee or the City may terminate the employment relationship at any time with or without notice and/or cause, unless stated in HR policies and procedures. Any violation of the City's telecommuting policy or the individual Telecommuting Agreement may result in removal of the employee from the teleworking program and/or may result in other disciplinary action up to and including termination.

If the Telecommuting Agreement is terminated, employees are required to promptly return to the regular City workplace and schedule within four (4) working days. If they elect not to return as requested, and do not report to work within four (4) working days, they will be subject to disciplinary action and/or be considered to have voluntarily terminated their employment.

The City will not be held responsible for costs, damages, liabilities, or losses incurred by the teleworker resulting from or arising out of the Telecommuting Agreement.

## **VI. Americans with Disabilities Act**

The City may consider telecommuting as a type of reasonable accommodation under the Americans with Disability Act (ADA) for qualified employees with disabilities. Consideration shall be made on a case-by-case basis and between the employee, the Department Head and HR or designee in order to determine whether telecommuting may be a reasonable accommodation that would allow the employee to perform the essential duties of their job position. Regardless of whether a telecommuting arrangement is provided as a reasonable accommodation, all other criteria applicable to this policy will apply.

## **VII. Responsibilities**

### **A. Department Head/Manager or Supervisor:**

1. Determine whether the employee is a good candidate for telecommuting. Consider factors such as, but not limited to,

satisfactory performance and the ability to work independently.

2. Determine, with HR, that the nature of work is suitable for performance from a remote site, e.g., need for confidentiality.
3. Evaluate and consider how the proposed arrangement will impact other employees or the department as a whole.
4. Approve City equipment for use at remote location.

B. Employee:

1. Ensure that City equipment and records in the off-site workspace are maintained in safe and secure conditions and are used primarily for City business.
2. Ensure City records are available to the department when requested. Employee should consult with department management to clarify any system back-up requirements if work is saved on a system other than the department's server.
3. Alert the Department Head if external circumstances are likely to interfere with performance under the telecommuting arrangement.
4. Ensure that customer/organizational needs take precedence over the telecommuting schedule.

C. Employee and Supervisor:

1. Provide time recording systems to record telecommuting hours
2. Determine how work will be assigned and performance measured
3. Determine the working hours on telecommuting days
4. Prevent the arrangement from burdening the employee's co-workers
5. Ensure that the employee is readily available, and has adequate means of communication during specific working hours
6. Arrange for the employee to come to the primary work site when necessary, regardless of the telecommuting schedule

D. Information Systems Technology (IT) Department:

IT will confer with departments to coordinate necessary equipment for telecommuting activities.



**DEPARTMENT OF HUMAN RESOURCES**  
**TELECOMMUTING AGREEMENT**

TELECOMMUTING POLICY 324-18

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Work Location \_\_\_\_\_

Supervisor \_\_\_\_\_ Desired Start Date \_\_\_\_\_

Current Status (Check One)  Full Time     Non-Permanent (Check One)  Exempt     Non-Exempt

In accordance with Policy 324-18, this Agreement specifies the conditions applicable to an arrangement for performing work at an alternate workplace on a regular basis. The agreement begins on \_\_\_\_\_ and continues until \_\_\_\_\_. The agreement can be terminated with at least 4 days' written notice by either party (timeline is subject to management discretion). I understand that all obligations, responsibilities, terms and conditions of employment with the City remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.

**I. Proposed Work Schedule**

A. Department – Days and hours when the employee is normally expected to be on the work-on site are:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

B. The alternate workplace is located at: \_\_\_\_\_

C. Alternative Workplace – Days and hours when the employee will normally work off-site.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

**II. Duties/Assignments**

I recognize that the supervisor reserves the right to assign work as necessary at any workplace. \_\_\_\_\_ (initial)  
Duties and assignments authorized to be performed at this alternate workplace are:

**III. Communication**

I recognize that effective communication is essential for this arrangement to be successful and I agree to remain accessible during designated work hours and understand that management retains the right to modify this Agreement on a temporary basis as a result of business necessity. The following methods of communicating are agreed upon (specify who [include back-up and emergency contacts], when, how often, during what time frames, and how (phone, fax, face-to-face, etc.):



Name \_\_\_\_\_ Employee ID \_\_\_\_\_

**IV. Space/Equipment/Records (initial)**

\_\_\_\_\_ I agree to use City owned records, and materials for purposes of City business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure. I understand that although I may be permitted to use the City-owned equipment for incidental personal use, such use shall not interfere with the business use of the equipment.

\_\_\_\_\_ I agree to report to the supervisor instances of loss, damage, or unauthorized access at the earliest opportunity.

\_\_\_\_\_ I agree to return City equipment, records and materials within 5 days after the termination of this agreement.

\_\_\_\_\_ I understand that all equipment, records and materials provided by the City shall remain the property of the City.

Regarding space and equipment purchase, set-up, and maintenance, the following is agreed upon: The City will provide the employee with a computer, cell phone and remote access.

**V. Safe Working Environment (initial)**

\_\_\_\_\_ I agree to maintain a safe and secure work environment.

\_\_\_\_\_ I agree to allow the City access to assess safety and security, upon reasonable notice.

\_\_\_\_\_ I agree to report any work-related injuries to the supervisor at the earliest opportunity.

\_\_\_\_\_ I agree to hold the City harmless for injury to others in the alternate workplace.

**VI. Other**

I understand that the City of South Fulton is not obligated to approve a proposal for a telecommuting work agreement for any employee. The decision is at the discretion of my Department Head/Supervisor/Manager. This agreement and work schedule are subject to ongoing review and may be subject to modification or termination at any time based on performance concerns or business needs. Generally, business needs permitting, the supervisor/manager or the employee should give at least (4) days' notice in advance of ending or changing an arrangement. I hereby affirm by my signature that I have read this Telecommuting Agreement, and understand, agree to, and will abide by all of its provisions.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

**FOR AUTHORIZED SIGNATURES ONLY**

Approved  Denied  \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Date

Approved  Denied  \_\_\_\_\_  
Department Head/Designee \_\_\_\_\_  
Date

Approved  Denied  \_\_\_\_\_  
Human Resources Director/ Designee \_\_\_\_\_  
Date

*Comments*