



**WILMA QUAN**  
City Manager

FROM THE OFFICE OF THE CITY MANAGER:

**EMERGENCY ORDER 2020-04**  
**CITY PERSONNEL**

As the Director of Emergency Services pursuant to Fresno Municipal Code Section 2-505, and by the powers invested in me by Fresno Municipal Code Section 2-506, I hereby issue the following orders, to be effective immediately and for so long as the City's declared emergency is in effect related to COVID-19:

- 1) City employees who are directed by this Order or their appointing authority to remain home shall not be required to expend accrued leave time or take leave without pay.
- 2) City employees who elect to stay home, with approval of their appointing authority, for health, childcare, or other family care reasons, may utilize any accrued leave balance for that purpose; if all leave balances are exhausted, then the employee may "borrow" against future leave balance accruals for leave taken during the emergency. City staff shall prepare procedures and regulations to implement this provision.
- 3) City officials and department directors, or their designees, shall have full authority to provide for modified work schedules, including, but not limited to, hours of work, and days off for employees or direct employees to "work out of class" as deemed necessary to enforce this Order, the Fresno Municipal Code, California law, and public health and necessity.
- 4) Non-essential City services shall be modified, including and processing of development applications, permits, and entitlements.
- 5) The Order shall be subject to amendment or repeal at any time, and shall not be deemed to confer any contractual obligations, property rights, or assume any City liability.
- 6) If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
- 7) This Order shall be immediately translated into Spanish and Hmong, and accommodations made for all disabled persons to read its contents; it shall also be distributed to all local media and made prominently available on the City's website.

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8) Violations of this order shall be punishable pursuant to Fresno Municipal Code section 3-286.

IT IS SO ORDERED.

Director of Emergency Services



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Wilma Quan  
City Manager

March 18, 2020

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Date

11:59am

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Time