HR MEMO

To: All Current Park Board Employees
From: Kimberly Danesi, Deputy Director
Subject: Closure of Park Board Facilities
Date: April 9, 2020

The Park Board of Trustees will maintain the closure of all facilities until at least Sunday, April 19th, 2020. An update will be provided on or before April 17th, 2020.

Note that the information below has not changed from the April 6th, 2020 memo. Updates will be available through the Park Board Website at https://www.galvestonparkboard.org/181/Human-Resources

Employees who are teleworking

You will continue working remotely with direction from your supervisor. You are expected to maintain regular working hours, and should be available to respond to calls, video conferences and tasks assigned by your supervisor. Employees impacted by school or day care facility closures should speak with their supervisor regarding any conflicts to your regular schedule.

Full Time Beach Patrol and Coastal Zone Management – Essential Personnel

Full Time Beach Patrol staff members will continue to assist the City of Galveston with enforcement related to beach closures. Coastal Zone Management will continue to provide services to maintain the cleanliness and safety of our beaches.

In the event your actual hours worked drop below 40 hours per week, you will be eligible to supplement your pay via Emergency Paid Sick Leave as per the Families First Coronavirus Response Act. This benefit allows paid leave, up to 80 hours in total, with a maximum benefit of $511 per day, or $5,110 for a two-week period.

Leadership will notify you of any changes at the local, State or Federal level that impact your working hours or conditions. If you have questions or concerns, please speak with your immediate supervisor.

You are reminded of the following measures to reduce the transmission of communicable diseases:

- Notify your supervisor and stay home when you are sick
- Wash your hands frequently with warm, soapy water for at least 20 seconds
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash
- Avoid people who are sick with respiratory symptoms
- Clean frequently touched surfaces
Employees who are currently unable to work including: seasonal, part-time and full-time employees

Effective April 1, 2020, employees will be eligible for Emergency Paid Sick Leave as defined by the Families First Coronavirus Response Act. Please read below for how your pay will be calculated for the April 17th pay date:

• Full Time Employees: you will be paid your regular rate of pay, up to 80 hours in total, with a maximum benefit of $511 per day, or $5,110 for a two-week period

• Part-Time and Seasonal Employees: you will be paid for the average number of hours worked during a typical two-week period, with a maximum benefit of $511 per day, or $5,110 for a two-week period

NOTE: While we do not anticipate opening the parks and beaches before the stated date, employees not currently working are on standby and may be called to work if situations change. Therefore, you are expected to remain in communication with your supervisor.