



## Memorandum

To: Members of Council  
From: Sandra J. Middleton, Human Resources Manager  
cc: Mayor David E. Weiss  
Chief Administrative Officer Jeri E. Chaikin  
Date: September 14, 2020  
Re: Severance Package for Recreation Department staff layoffs

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On March 27, 2020 an Emergency Employee Work Policy was issued due to the COVID-19 public health emergency. Regular full-time and part-time non-bargaining employees were instructed to work from home and to the extent work could not be done from home or if sufficient work was not available for a full work schedule, said employees would still be paid for their full work schedule.

After almost six months, the COVID-19 pandemic is still with us, most City buildings and facilities remain closed to the public, and Shaker Schools' buildings and facilities are unavailable for City programs.

Since the beginning of the pandemic, many Recreation Department staff have been unable to perform the functions for which they were hired. For example, with school being online, there is no Before and After School Child Care Program. With indoor school pools and Thornton Park outdoor pool being closed for spring and summer to present, there are no aquatic programs. Staff impacted by the shutdown of the programs pivoted into other programming work such as virtual programming and outdoor, socially distanced programming but the limited programming did not add up to a full work schedule and generated practically no revenue. The timeline to resume recreation programming at normal capacity is ever fluctuating and there is no known date for these programs to resume. In August, the subsidy from the General Fund to Recreation was completely allocated and additional subsidy is required. Without these layoffs, the additional subsidy need for the Recreation Department is \$330,000. With the layoff plan, the additional subsidy would be \$200,000.

Given the City's financial position, it is recommended that the City no longer continue to pay employees who are unable to work a full schedule. On September 4, the Emergency Employee Work Policy was extended through December 31 and the policy no longer includes paying people who are unable to work their full work schedule.

Furloughing employees instead of layoffs was considered but the programming work that could be performed on a reduced work schedule would generate little to no revenue and would increase the required subsidy to the department.

Employees associated with Before and After Care School Program, swimming, purchasing and customer service in the Recreation Department do not have enough work to sustain a full work schedule. This includes six full-time childcare supervisors, one full-time and three part-time customer service representatives, one full-time accounting clerk and one full-time pool coordinator.

Council has authorized severance packages in the past for both full-time and part-time employees who were laid-off. Severance packages in the past have included the continuation of health insurance coverage for several months for full-time employees; part-time employees are not eligible for healthcare benefits. The proposed severance package is similar to packages previously offered.

- ❖ Severance pay based on years of service:

Less than 1 year	2 weeks' pay
1-3 years	4 weeks' pay
4-9 years	6 weeks' pay
9 or more years	8 weeks' pay

- ❖ Outplacement services up to \$500

- ❖ Continuation of existing healthcare coverage for two months for full-time employees

It is recommended that Council approve the one-time severance package for full-time and part-time employees in the Recreation Department laid-off due to the City's financial situation and the lack of full-time recreation work. This legislation is requested on first reading and as an emergency since the layoffs will be effective September 15, 2020.

ORDINANCE NO.

BY:

Approving a one-time severance package for employees in the Recreation Department who are being laid-off due to the lack of work in that Department as a result of the COVID-19 pandemic, and declaring an emergency.

WHEREAS, in the past, Council has authorized severance packages for full-time and part-time employees being laid-off; and

WHEREAS, this Council wishes to express its appreciation and provide transitional assistance to the nine full-time and three part-time employees in the Recreation Department who are being laid off due to the lack of work in that Department as a result of the COVID-19 pandemic, and the City's financial problems, including a lack of revenue being generated by the Recreation Department.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Shaker Heights, State of Ohio:

Section 1. The full-time and part-time employees of the Recreation Department who are to be laid-off as of September 15, 2020, shall be granted the following severance package:

- a) 

<u>Severance Pay</u>		<u>Severance Pay</u>
<u>Years of Service</u>		
Less than 1 year		2 weeks' pay
1 - 3 years		4 weeks' pay
4 - 9 years		6 weeks' pay
9 or more years		8 weeks' pay
  
- b) Outplacement Services  
Reimbursement for approved outplacement services at a cost not to exceed FIVE HUNDRED DOLLARS (\$500.00).
  
- c) Health Care  
Continuation of existing healthcare coverage for two months for the nine full-time employees.

Section 2. This shall be a one-time benefit package exclusive to the present circumstances involving the City's financial position in light of the COVID-19 pandemic and the layoff of Recreation Department employees effective September 15, 2020.

Section 3. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare for the reason that it is necessary in the current operation of the City due to the fact that the layoffs are effective September 15, 2020, and, therefore, this ordinance shall take effect immediately upon its enactment and approval by the Mayor.

Enacted

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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DAVID E. WEISS, Mayor

Attest:

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JERI E. CHAIKIN  
Clerk of Council

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