



**Tacoma
Housing
Authority**

Executive Director
Michael Mirra

Board of Commissioners
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To: THA Housing Authority Staff
From: Michael Mirra, Executive Director
Date: April 2, 2020
Subject: Executive Emergency Action #4: Use of Leave During Pandemic for Pay Period
4/4/2020-4/17/2020

Michael Mirra

THA Board Resolution 2020-03-18(1) allows the Executive Director (or his designee) to take emergency actions during the COVID-19 pandemic that he deems necessary to ensure continued operations of Tacoma Housing Authority while protecting its employees, clients, vendors, partners and the community as a whole.

Executive Action #1 approved the use of paid Administrative Leave for all THA employees March 14th to March 27th. The recommendation was intended to minimize the various financial impacts on staff, while maintaining social distancing and implementing an emergency telework plan. This was done by scheduling staff to work at least 20 hours per week, while being compensated for 40 hours of work per week. On March 27th, Executive Action #2 extended this action through April 3, 2020. The extension allowed THA to plan and prepare for telework options and determine “essential work” and the staffing structure necessary to maintain its obligations to our residents and clients.

This Executive Action #4 extends the Administrative Leave usage (with modifications) through Friday, April 17, 2020. The Emergency Operations Committee (EOC) recommends this extension, and modification. This extension coincides with the end of the next pay period. The purpose of the extension is to allow THA time to develop and implement the internal procedures needed to meet compliance requirements and other matters under the following:

- Family First Coronavirus Response Act (FFCRA) – effective April 1, 2020 through December 31, 2020
- FMLA
- WA State Paid Sick Leave
- THA Accrued Leave
- Related tracking and payroll coding

Over the past 2 weeks, IT staff have worked diligently to ensure THA systems and staff are better situated to meet essential business needs.

For the pay period April 4, 2020 through April 17,2020, this Executive Action #4 authorizes the following:

1. Supervisors will work with their staff to establish a 40-hour work week.
 - a. If the supervisor cannot provide an employee with 40 hours of work, the employee will be allowed to use up to 20 hours of Administrative Leave with supervisor and director approval.
 - b. The supervisor must submit all requests for Administrative Leave to HR, no later than Wednesday of each week.
2. If an employee cannot report to work due to a Coronavirus-related reason, he or she should immediately communicate with their supervisor and Director to determine available options, to include any combination of alternative work scheduling, Telework and Administrative Leave.
 - a. Any use of paid Administrative Leave must be approved, in advance, by the supervisor and Director.
3. Any employee who chooses not to work or cannot work for non-Coronavirus-related reasons, must use accrued leave or LWOP.

By April 20, 2020, the EOC and HR will have a better understanding of THA's long-term capabilities of accomplishing the essential work. We will continue to monitor the situation and make any necessary changes to leave options due to the Coronavirus pandemic. We anticipate an updated proposal for the pay period commencing April 18th. That would be the subject of another Executive Action

Cc: Derek Young, THA Chair