



# CITY OF HARRISONBURG CITY MANAGER

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801  
OFFICE (540) 432-7701 • FAX (540) 432-7778

TO: Eric Campbell, City Manager  
FROM: G. Chris Brown  
DATE: 11/5/2020  
RE: Ordinance to pay a bonus to employees in recognition of service during the COVID-19 pandemic

**Summary:** The City Manager is recommending that employees of the City be paid a bonus in recognition of service provided to the City and its residents during the COVID-19 pandemic emergency. Virginia Code Section 15.2-1508 permits the governing body of a locality to pay a bonus to its employees but requires that the bonus is authorized by an ordinance.

**Background:** On March 14, 2020 the City Manger declared a local emergency due to the COVID-19 pandemic. City Council confirmed the declaration on March 24, 2020. Throughout the local emergency City staff has continued to provide essential and other services despite the hardship caused by the ongoing pandemic. Public safety personnel in particular have continued to carry out their duties despite the additional risk to themselves. The City Manager is proposing rewarding City employees with a one-time bonus to be paid this December. This proposed ordinance authorizes such a bonus. The City Manager and staff recommend that public safety personnel and other employees designated by the City Manager who were employed prior to July 1 be awarded a \$2500 bonus. Public safety personnel who were hired after July 1 would receive \$1500. Other city employees who were employed as of July 1 would receive \$1500, with those hired after July 1 receiving \$750. Part-time employees would receive either a \$750 or \$250 bonus depending on the hours work and hiring date. The City Manager and staff felt it is appropriate to award employees who were working before July 1 more since they were working during the first wave of the pandemic.

Employees of the ECC are included. ECC communicators and supervisors will be deemed public safety personnel for purposes of the bonus ordinance.

Bonuses will be paid from the General Fund or other funds as determined by the City Manager in consultation with the Director of Finance.

**Key Issues:** Awarding City employees a bonus and the proper amount of the bonus.

**Environmental Impact:** None



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**Fiscal Impact:** approximately \$1.3M

**Prior Actions:** None

**Alternatives:**

- (a) Approve ordinance as presented
- (b) or approve an ordinance with modifications as directed by Council
- (c) or decline to approve a bonus ordinance

**Community Engagement:** None

**Recommendation:** Staff recommends approval of the ordinance as presented.

**Attachments:** Proposed ordinance.

**Review:**

*The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.*

