

CITY OF GARY, INDIANA
EXECUTIVE ORDER NO. 2020-2
March 19, 2020

WHEREAS, on March 6, 2020, the Governor of Indiana declared a public health emergency for Coronavirus Disease 2019 Outbreak (“COVID-19”) pursuant to I.C. 10-14-3-12; and

WHEREAS, the President of the United States has declared a national emergency for the same; and

WHEREAS, to reduce and slow the spread of COVID-19, the Centers for Disease Control and Prevention (“CDC”) and the Indiana State Department of Health (“ISDH”) have recommended implementation of mitigation strategies to increase containment of the virus, including cancellation of large gatherings and social distancing in smaller gatherings; and

WHEREAS, limitations on social gatherings and using social distancing can prevent initial exposure and secondary transmission to our most vulnerable populations and are especially important for people who are over 60 years old or who have chronic health conditions; and

WHEREAS, it is imperative to allow certain city employees to work remotely in an effort to curtail the community spread of COVID-19; and

WHEREAS, allowing certain employees to work remotely will further help promote the safety and well-being of both city employees and general public during the declared emergency; and

NOW, THEREFORE, IT IS ORDERED, by the Mayor of the City of Gary that department heads and department supervisors shall implement a plan to allow essential city offices and departments to remain operational but to also allow certain city employees to work remotely until further notice; and

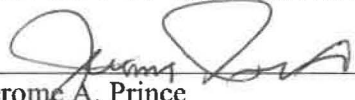
IT IS FURTHER ORDERED by the Mayor of the City of Gary that those employees shall receive pay (hourly and/or salaried) for their regularly scheduled non-overtime work hours subject to the conditions set forth as follows:

- a. If some or all of the employee’s job functions can be performed from home, the employee is expected to perform those job functions from home during employee’s regularly scheduled non-overtime work hours;
- b. During the employee’s regularly scheduled non-overtime work hours during the emergency, the employee is considered “on-call” and, therefore, must be available by phone to respond to calls from other City officials and must be available to return to their work station within two (2) hours of notice from their supervisor, Mayor, or his/her designee;

- c. The employee may not work or earn compensation from any other source during employee's regularly scheduled non-overtime work hours (i.e., for which the employee would earn Emergency Stay Home Pay);
- d. The Mayor authorizes the Human Resources Department to act immediately to ensure that a policy is in place to establish the terms of this Order.

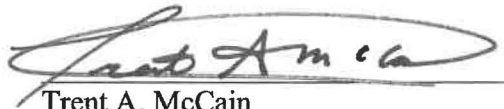
SO ORDERED on this 19th day of March, 2020.

THE CITY OF GARY, INDIANA



Jerome A. Prince
Mayor of City of Gary, IN

Approved as to form and legality by:



Trent A. McCain
Corporation Counsel – City of Gary, IN