

**CITY OF CARMEL-BY-THE-SEA  
CITY COUNCIL**

**RESOLUTION NO. 2020-050**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH A TEMPORARY VOLUNTARY  
TIME-OFF (FURLOUGH) PROGRAM FOR AT-WILL (EXEMPT) EXECUTIVE EMPLOYEES.**

WHEREAS, the City and the At-Will (Exempt) Executive Employees ("Executive Employees") have discussed concerns caused by the impacts of the COVID-19 pandemic; and

WHEREAS, each member of the Executive Team has voluntarily agreed to a reduction in pay effective July 1, 2020;

WHEREAS, establishing a Temporary Voluntary Time-Off (Furlough) Program for the Executive Employees will provide an additional resource to reduce costs; and

WHEREAS, under the Temporary Voluntary Time-Off (Furlough) Program, each member of the Executive Team may reduce their regular work hours by 5%, 10% or 25% with prior written approval of the City Administrator; and

WHEREAS, furlough hours will be calculated for each bi-monthly pay period and furlough schedules must be approved in-writing by the City Administrator; and

WHEREAS, a request to participate in the Temporary Voluntary Time Off (Furlough) Program will not be granted if it will result in the need for another employee to work overtime to perform duties that would otherwise be completed by the employee taking the voluntary furlough time off; and

WHEREAS, the members of the Executive Team who participate in this Temporary Voluntary Time Off (Furlough) Program will continue to have their time worked counted towards their eligibility for service credit from CalPERS, 100% of their normal medical benefits, and vacation and sick leave at their current accrual rates.

**NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF  
CARMEL-BY-THE-SEA DOES HEREBY:**

Authorize the City Administrator to establish a Voluntary Time-Off (Furlough) Program for At-Will (Exempt) Executive Employees, as described in this Resolution.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 4th day of August, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dave Potter  
Mayor

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Britt Avrit, MMC  
City Clerk