

# Town of Windsor

## Memorandum

October 13, 2020

**TO:** The Honorable Mayor and Town Council  
**FROM:** William G. Saunders, IV, Town Manager  
**SUBJECT:** One-Time Hazard / Bonus Pay for Covid-19 Pandemic

As you are aware, the administrative staff of the Town of Windsor have continued to serve the public during the Covid-19 pandemic. This proposal of a one-time payment is a way of recognizing those employees who have served our community during this time of uncertainty.

Numerous other Hampton Roads localities have instituted similar programs; including Isle of Wight County, who adopted theirs last month. This proposal is similar to Isle of Wight's.

Proposed one-time payments:

- Uniformed First Responders: \$1,000 for full-time staff and \$500 for part-time staff; and
- All other employees: \$750 for full-time staff and \$375 for part-time staff.

Find enclosed, a resolution for a one-time hazard / bonus payment for town employees.

Adoption of this resolution of a one-time payment for employees is recommended.

**Resolution**

A Resolution To Approve One-Time Payments To Employees For Service To The Public During The Covid-19 Pandemic.

**BE IT RESOLVED** by the Council of the Town of Windsor, Virginia as follows:

**WHEREAS**, the administrative staff of the Town of Windsor has continued to provide public service during the Covid-19 pandemic; and

**WHEREAS**, the public service of the administrative staff of the Town of Windsor contributes to the health, safety, and welfare of our community; and

**WHEREAS**, one-time payments to employees as additional compensation as follows are recommended:

- Uniformed First Responders: **\$1,000** for full-time staff and **\$500** for part-time staff; and
- All other employees: **\$750** for full-time staff and **\$375** for part-time staff.

**NOW, THEREFORE, BE IT RESOLVED** that the one-time payments to employees are hereby adopted and shall be provided as determined by the Town Manager prior to December 31, 2020.

Adopted: October 13, 2020

TESTE:

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Town Clerk