

Town of Windsor

Memorandum

May 11, 2021

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders, IV, Town Manager WGS IV

SUBJECT: One-Time Hazard / Bonus Pay for Covid-19 Pandemic

Background

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.

This expenditure would be reimbursed by remaining Cares Act Funds.

Specifics

Proposed one-time payments:

- All town employees: \$1,000 for full-time staff and \$500 for part-time staff.
- Payments to be made prior to June 30, 2021.

Enclosures

Resolution for a one-time hazard / bonus payment for town employees.

Recommended Action

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:

- All town employees: **\$1,000** for full-time staff and **\$500** 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 June 30, 2021.

Adopted: May 11, 2021

TESTE:

Town Clerk