

**Date:** March 17, 2020  
**To:** Senior & Exec Management Staff  
**From:** Kristi McCaulou, Deputy Finance Director  
**Subject:** COVID-19 Workplace Policy – Payroll for part-time employees

The City's Finance Department will process payroll in accordance with the City's Workplace Policy Emergency Designation, as communicated by the City Manager on March 13, 2020.

Part-time employees asked not to report to work will need to have their time cards entered by the department's designee. Part-time employees' time cards should reflect the average hours of the last 6 completed pay periods per pay period for 14 calendar days as determined by the City Manager. Please contact me by Thursday, March 19 to obtain the average for each affected employee in your department.

If you have any questions or need additional information, please contact me at [kmccaulou@cityhpil.com](mailto:kmccaulou@cityhpil.com).

cc: Ghida S. Neukirch, City Manager  
Julie Logan, Finance Director  
Emily Taub, Human Resources Manager  
Meriyen Hernandez, Sr. Finance and Customer Service Specialist