

**Subject:** 3/25 Employee Update - part 2  
**Date:** Wednesday, March 25, 2020 at 9:30:04 AM Eastern Daylight Time  
**From:** Jane Groff  
**To:** Everybody MMC and MOP  
**CC:** City Council  
**Attachments:** March 24 Update \_ HR Policies FInal.docx

Good morning,

Please see the attached Policy regarding the Families First Coronavirus Response Act along with some additional information. *Admins or Supervisors, please post for employees without email.* Also, as a reminder, we have a form available [on this site](#) if you have questions. Frequently asked questions will be addressed [on this page](#) once we start receiving them.

Thank you for your professionalism and service to our community. We need to be more helpful than ever and help calm our citizens and customers since phones are going to be the primary method of communication and maybe their only lifeline to the world. Continue to show empathy and compassion and remember that people are looking to us for help. Do not be personally offended if someone is upset. These are especially trying times. We need to provide grace and understanding.

Please take care of yourselves!

Greg