



**BOROUGH OF BERGENFIELD**  
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## Memorandum

**To:** All Department Heads

**From:** Corey Gallo, Borough Administrator

**Re:** Part-Time Employees

**Date:** March 18, 2020

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Over the past two weeks, the Borough of Bergenfield has been taking measures towards slowing the spread of the COVID-19. With the closing of local parks, the library and schools, along with no access to public facilities including Borough Hall, we are consistently providing updates via the website and through the Reverse 911 system. The Mayor & Council recognize that these are challenging times. For everyone, the past few weeks has created anxiety, stress and concern. The spread of the COVID-19 virus has forced all of us to change how we live. The Mayor & Council appreciate and value the efforts of all of its employees and their primary goal is to ensure your safety. In addition, they have given me authorization to continue to work with each of you should personal issues arise and to ensure a safe work environment. Remember we are all in this together.

In continuance with this approach, the issue was raised with regards to the Borough's part time employees who are not currently working as a result of these closures and whether they will be compensated. It is clearly documented within the Borough's policy and guidelines that part-time employees are compensated for the hours they work. Under normal circumstances, part-time employees would not be compensated however, these are unprecedented times. The Mayor & Council has decided that they will honor the respective work schedules of all Borough part time employees from March 16, 2020 until April 3, 2020 and will pay them accordingly. As this situation is fluid and constantly changing, the Mayor & Council will evaluate future action it may take.

In closing, on behalf of the Mayor & Council, I ask all employees to continue to do your part to ensure you are safe. Please remain attentive to the warnings provided on COVID-19 as this is a very serious matter. For continued updates and for the latest information, refer to the Borough website [www.bergenfield.com](http://www.bergenfield.com).