

# Corpus Christi – Nueces County Public Health District



**Public Health**  
Prevent. Promote. Protect.

To: Peter Zanoni, City Manager  
Thru: Steve Viera, Assistant City Manager *SV*  
From: Annette Rodriguez, MPH Director of Public Health *AR*  
Date: Friday, March 20, 2020  
Subject: Exempt employees to non-exempt status during Public Health Emergency.

Coronavirus disease 2019, known as COVID-19, is a respiratory disease for which there is no treatment or cure. The only way to combat this novel virus is through public health, specifically nonpharmaceutical interventions. The Corpus Christi-Nueces County Public Health District (CCNCPHD) has activated 116 employees (30 City General Fund employees), to slow the spread of the virus in our community. CCNCPHD is taking steps and creating processes to prepare for, contain, and mitigate possible COVID-19 cases in Nueces County.

Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the entire United States on February 3, 2020, prompting CCNCPHD to extend operational hours. This eventually led to an implementation of a 24 hours a day, 7 days a week, work schedule on March 7, 2020.

All CCNCPHD City employees, up to and including the director, are deemed essential and necessary to provide for the health, safety, and well-being of the general public in the event of an emergency, such as the COVID-19 pandemic.

It has been necessary for exempt City employees of CCNCPHD to exceed 40 actual hours of work in a 7-day work period to handle this emergency, and per HR 13.0 Essential Services Personnel City Policy, these hours shall be compensated at the overtime rate of one and one-half the employee's hourly rate. This Memo is to request the approval of overtime compensation for exempt employees, up to and including the director, whose duties and responsibilities are essential for these purposes. We are requesting overtime starting on February 10, 2020. The County Judge has approved for all exempt County employees up to and including director-level positions, including those of the CCNCPHD, to be paid as non-exempt employees as per their emergency policy.

Concur: *Tracey Lawson* 4-16-20  
Tracey Lawson, Interim Human Resources Director Date

Concur: *SV* 4/16/2020  
Steven Viera, Assistant City Manager Date

Approve: *Peter Zanoni* 4-16-20  
Peter Zanoni, City Manager Date