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MEMORANDUM

TO: Employees of West Jordan
FROM: Korban Lee, Chief Administrative Officer *KL*
CC: Mayor Dirk Burton
Members of the City Council

DATE: April 6, 2020

RE: Voluntary Reduction in Force

Dear Employees of West Jordan, it is with a heavy heart that I write this memo to you.

As you may be aware, the shutdown of businesses due to the COVID-19 pandemic has intensified what was already a very challenging financial situation for the City. Unfortunately, we are facing a budget that requires a major restructuring and will need to include a reduction of personnel.

We want to proceed with such an action in the most compassionate way possible. So, as a first step in this process, we are commencing a voluntary reduction in force (Voluntary RIF).

If you would like to consider separating from City employment, whether it be by retirement or just moving on to other things, please contact me to discuss whether this Voluntary RIF is a possibility for you. I will hold our communication confidential until you make a final decision.

The City is willing to offer eligible volunteers the following two (2) options:

Package A: Three (3) months of wages and three (3) months of health insurance benefits (health, dental, and optical); or

Package B: COBRA health insurance coverage equal to the value of Package A.

* Other leave benefits (vacation, comp time, etc.) would be paid out as provided in the Employee Handbook.

Once we've discussed whether this Voluntary RIF is appropriate for your position, you will need to make your intentions known to me and to your department head in writing by the end of the day on Monday April 13, 2020. You will also need to provide two weeks' notice prior to your last day with the City.

To discuss this option, please call me on my cell phone [REDACTED] or email me at korban.lee@westjordan.utah.gov.

This is very difficult for me, and for the Mayor. The next few months are going to be challenging for all of us. However, I want you to know how grateful I am for the work you are doing in our community, serving our residents. Thank you.

-Korban