

UPDATED 3-23-20 QUESTIONS AND ANSWERS (Q & A) FOR COVID-19

1. If I am an essential employee and I have a compromised immune system, and I am concerned about coming to work, can I work from home?
 - Yes. Contact your Deputy Director in your division in order to get set up for working from home
2. If I have childcare issues, am I covered by Family and Medical Leave Act (FMLA), since amendments were recently made to the Family and Medical Leave Act?
 - Yes: Beginning April 1, 2020 employees can receive monetary compensation through FFCRA Act without using any of their own paid leave time. (If you have questions, please contact Human Resource Department).
3. Is the employer looking at other shift options for employees that are currently caring for family or service members that have compromised immune symptoms, or that have childcare issues, in order for the employees to use no leave or less leave time?
 - As of 3-25-20 the process for essential employee who want to work from home will begin in all divisions. Most areas that still provide rotating work schedules (1 week in the office and 1 week out of the office) will cease or start to end those shifts for employees in their area. Employees will continue to work a 4-ten (10) hour shift (7:30 am to 5:30 pm) or the standard workday shift in order to address using their leave time. (If you have questions, please see your Deputy Director in your division)
4. If I am an essential employee 60 years of age or over, and I am concerned about exposure at the agency, can I work from home?
 - Yes. Contact your Deputy Director in your division on the process.
5. If I am an essential employee that has a compromised immune system, a chronic illness, a caretaker for a family or service member with a compromised immune system, or I have childcare issues, and I have no sick leave, am I entitled to Emergency Paid Leave?

- No. Though the buildings may be closed to the public, they are still **open for business**. You are not entitled to Emergency Leave under your contract, the County policy, or by County Ordinance.
6. If I am an employee that has one of the following issues, am I entitled to paid leave:
 - a. I have COVID-19 symptoms and I am seeking a medical diagnosis;
 - b. I or someone I care for has tested positive for COVID-19 and is required to be Quarantined or isolated based upon Federal, State or Local quarantine
 - c. I or someone I care for has been exposed to COVID-19 and is required to self-isolate by a health care provider;
 - d. I am caring for my child whose school has been closed or the child care has been closed due to COVID-19 reasons; or
 - e. I am experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
- Yes for child care issues: Beginning April 1, 2020 employees can potentially receive monetary compensation through the FFCRA Act without using any of their own paid leave time. Any time prior to April 1st the employee will be required to use their own paid leave time. In the event they have no leave time they need to contact HR regarding any paid leave programs available. For all other scenarios you will need to contact the Human Resource Dept to inquire about paid leave programs as well. **(Please keep in mind that those who use the leave for reasons set forth in d and e above may receive reduced pay).**

QUESTIONS AND ANSWERS (Q & A) COVID-19

1. If I was scheduled on a rotating shift (1 week in the office and 1 week out of the office) and per my request I tell the employer I want to work from home, if the employer is able to grant my request and I am set up to work from home immediately, will I still maintain the week I was scheduled off work (i.e., will I be paid 1 week while not working as others employees)?

- Pursuant to my conference call with the Director and upper management the employer determined the rotating scheduled is based on operational need and was subject to change, or end without prior notice. The employer is now sending our members to work from home and the rotating shifts would end for those working from home. Standard shift and or 4-(10)-hour shift is being put in to place for our members that continue to work from the agency.

This was not a decision the union made. The union did ask the employer to compensate those members who worked last week in the agency and have now been set up to work from home, by providing the members with the allotted 1-week paid time off next week. The director states this process could change in the 03-20-20 email that was sent to employees detailing operational need. In this situation our members won't be entitled to the one (1) week paid time off, or any additional comp/vacation time hours in place of this change.

2. If I was scheduled on a rotating shift (1 week in the office and 1 week out of the office) and the week I was scheduled off I was assigned to now work from home. What do I need to do if my week off I have child care issues, or a person I am caring for, or I, has a medical appointment?

- If an employee has a child care issue before 3-31-20 they will be required to use their own paid leave; however, any child care issues that occur after 3-31-20 may fall under the FFCRA Act and the employee must contact their Deputy Director and Human Resources regarding this issue. Employees with medical appointments will need to adhere to the sick leave article of the Collective Bargaining Agreement (CBA) and call off using their own paid leave. Employees who are caring for someone will need to use their own paid leave time and contact their Deputy Director in their division.

3. I was scheduled on a rotating shift (1 week in the office and 1 week out of the office) and I decided to work from the agency instead of home, once I am set up to work from home, will my rotating shifts end?

- Yes. If your classification and or unit was next to be assigned to work from home the rotating shifts will end and you will work your schedule shift you requested from home. (If you have questions, please contact your Deputy Director in your division.)

4. If I am still scheduled to work at the agency (not from home), will the rotating shifts end?

- Yes. Your rotating schedule will cease and you will be required to work the normal shift. (If you have questions, please contact your Deputy Director in your division.)

5. If I requested to work from home during the COVID-19 crisis and after a couple days I realize there are challenges to working from, and I decide working from the agency would be the best option for me, will I be able to change my location back to working from the agency?

- Maybe. The process for each division is different and you need to speak with your Deputy Director immediately regarding any changes to your work location status.

6. If my doctor requires me to take time off for another type of medical condition (Influenza, chicken pox, etc.) that requires me to be off for an extensive period time, will the employer pay me under the (14) day paid administrative leave?

- No. Paid administrative leave is only for an employee whose health care provider submits documentation stating the person is showing symptoms or has symptoms of the COVID-19.

7. Currently, I am an essential employee that is 60 years of age or over that was concerned about exposure at the agency and used my own leave (sick, vacation, etc.) during this COVID-19 crisis. Since the FFCRA act is going into effect April 1st, ^{would} I be eligible to receive my pay under this act instead of using my own paid time off?

- No. It does not cover persons with conditions that put them at high risk of complications from COVID-19. To be covered, the employee must either have COVID-19, having symptoms and seeking a diagnosis, or caring for someone with COVID-19.

Persons with conditions that put them at high risk for complications should seek “telework” or the work from home option, if possible.

8. If my doctor has me off on sick leave on a scheduled rotating week that I am off, will I still receive paid administrative leave for the week I am off?

- No. The provisions of the CBA and the FMLA policy will be followed by the employer. Employees who may fall under the Family Medical Leave Act (FMLA) or sick leave due to a medical condition (not related to COVID-19) will not have the leave converted to paid administrative leave. Please contact Human Resources if you have any questions regarding the FMLA requirements, paperwork that needs to be provided to the employer, paperwork you need to obtain from your medical provider, etc.

NOTE: Anyone that goes into a Leave without Pay status must contact the Employer Regarding time off, health care and if they are eligible for unemployment, etc.

The Executive Board Members and Stewards have all been updated on the situation and should be able to answer many of your questions