TO: Non Emergency Responder Personnel

FROM: Stephen May, Village Manager

DATE: March 27, 2020

SUBJECT: COVID-19 Attendance and Families First Coronavirus Response Act

This is an ever evolving topic. The previously distributed policy which covered the period of time from 3/16/2020 through 3/30/2020 is now being replaced with federal legislation in the form of the Families First Coronavirus Response Act (FFCRA).

Separately, our HR Director will be providing employees with information on their rights under the new act. However, our Village procedures can be more generous and cover more areas. For the Village, the act applies differently to Emergency Responder personnel than it does to Non-Emergency Responder personnel. I am providing you with the information for our procedures that apply to you, which will take effect on Monday 3/30/2020.

Definitions/Explanations:

In the items below, the extent to which telecommuting is possible will be determined by the department head and will be based on the position, rather than the individual’s personal capability. If an employee feels their home situation’s ability to telecommute does not match their department head’s determination of the ability of the position to telecommute, they should contact their supervisor who will contact IT to determine if IT has resources to bridge the gap.

The FFCRA provides for a 2 week paid leave. In the items below, the use of this will be referred to as using the FFCRA bank. Such use will require an ePAR and will be represented in Novatime by using the code CRA. This bank provides up to 2 weeks, but is only used during times specified below. If the bank is activated for one of the reasons below but the reason ceases, the employee is expected to return to work on the next scheduled shift after that reason has ended.

Telecommuting: To the extent possible, employees will be allowed to telecommute.

Employee under a Federal, State, or Local order for a state of quarantine: The Village has determined that all Village employees, as governmental employees, are determined to be essential and are not subject to the quarantine, so this provision of the FFCRA does not apply to Village staff.

Employees Advised by Healthcare Provider to Self Quarantine: Employees should not come to work. To the extent possible, the employee is expected to telecommute. Any additional time may be paid from the FFCRA bank. To be eligible to use any of the FFCRA bank, the employee must submit a written request including an explanation as to how they are advised to self quarantine. This could include a directive specifically to them by a Healthcare Provider, or it could include an explanation that they have come into contact with someone who has been diagnosed with COVID-19, as the Village accepts that such people have a blanket advice by health care providers to self quarantine.
Employees Who are Home Sick Experiencing Symptoms of COVID-19, AND are seeking a diagnosis: To the extent telecommuting is possible, and the employee feels healthy enough to work, the employee is expected to telecommute. Any time beyond that may be paid from the FFCRA bank. To be eligible to use the FFCRA bank, at the beginning of the time off, the employee must submit a written plan for seeking a diagnosis, and within a week provide a written follow-up indicating what steps were taken to seek a diagnosis and the results of those steps.

Employees Who are Home Sick Experiencing Symptoms of COVID-19, but not seeking a diagnosis: To the extent possible, the employee is expected to telecommute. Any time beyond that may NOT be paid from the FFCRA bank, but may be paid with other Paid Time Off, like they would for any other absence.

Caring for an individual subject to quarantine either by a governmental entity or by a Health Care Provider: To the extent possible, the employee is expected to telecommute. For time when an employee is not working, the employee may utilize the FFCRA bank for 2/3rds of their time off. They may use other Paid Time Off to cover the remainder of their time off. To be eligible for the FFCRA bank, an employee must submit a written explanation of their need to care for the individual subject to quarantine and the nature of that quarantine.

Caring for a child (under 18) if the school or daycare shuts down due to COVID-19: To the extent possible, the employee is expected to telecommute. For time beyond that:

- For the 1st 2 weeks of time the employee may, but is not required to, use the FFCRA bank
- For weeks 3 - 12, the employee will be paid for 2/3rds of their time, though this is not from the FFCRA bank. In Novatime this will be entered using ⅔ of the time off using the CRAF paycode, and will require an ePAR. The employee may, but is not required to, utilize other Paid Time Off to cover the additional ⅓ of their time
- Beyond week 12, if any time remains in the FFCRA bank, the employee will be allowed to use this to have additional paid time off until the bank is exhausted.

Department Scheduling: Department heads are encouraged to schedule their departments in a way that will facilitate social distancing. If necessary, individuals that are not staying home for any of the above situations, may be scheduled to not be at work. To the extent possible, employees scheduled to not be at work are expected to telecommute (though schedule adjustments previously made for 3/30/2020 will be honored). Any time beyond that, up to no more than 40% of their regular schedule can be paid, but will not impact the FFCRA bank. In Novatime they will use code CO19. As this scheduling takes the place of what has previously been tracked as a COVID allotment, such allotment tracking is no longer necessary.

Vulnerable Populations: Members of the vulnerable population will not be required to attend work. For any time not paid as a result of the criteria above, they will be paid in full. In that case, they will be expected to telecommute to the extent possible. Members of the Vulnerable population are determined based on the CDC website. At this time that includes anyone who is 65 years or older (though the Village is honoring this at age 60), or has HIV, asthma, diabetes, renal failure, liver disease, heart disease, lung disease, or are immunocompromised or severely obese (BMI >=40). Other individuals who have other concerns or health complications should contact their supervisor to see if they will be included as members of the Vulnerable Population. At the Village Manager’s discretion individuals over 65 may be told they may not attend the workplace.