

CITY OF YUBA CITY
STAFF REPORT

Date: May 19, 2020

To: Honorable Mayor and Members of the City Council

From: Human Resources Department

Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: City Employee Policies in Response to the COVID-19 Pandemic

Recommendation: Adopt a Resolution approving employee policies which were expanded in response to the COVID-19 Pandemic

Fiscal Impact: None

Purpose:

To approve employee policies which were expanded due to the City's response to the COVID-19 pandemic.

Background:

On March 19th, the State of California issued an order to stay home and local schools have been closed effective March 17th—in addition the City declared a local emergency as of March 21st. These actions, together with the City's own response to the COVID-19 pandemic, have required the City to reduce its operational footprint substantially. As part of this process, the City has needed to categorize workers as "essential" or "non-essential," not because these labels reflect these workers value to this organization, but rather because this is the terminology used by various federal, state and local agencies involved in the pandemic response.

As part of the City's operational footprint reduction, effective March 20th, City buildings were closed to the public. Non-public safety essential employees began teleworking or working staggered schedules to reduce COVID-19 exposure in the workplace. Non-essential fulltime, regular employees were sent home and told to check in each day with their supervisor to determine if work was available. Some non-essential regular employees work periodically and there has been situations when other department non-essential workers have assisted other departments. There continues to be minimal staffing at non-public safety worksites as these above described operational modifications remain in place due to the ongoing COVID-19 pandemic.

Immediate response to the COVID-19 pandemic has resulted in the organization implementing these employee policies prior to formal City Council approval. These employee policy changes have been communicated to employees in a series of memos, dated March 12th, March 26th, and March 31st. While City Council was notified of these emergency-driven employee policy changes, the intent of this Staff Report is to have City Council formally ratify these employee policies retroactively and provide guidance as to future implementation.

Analysis:

The COVID-19 pandemic has forced Californians to stay home to reduce the spread of the virus. In response to the stay home directives and to reduce the virus spread, the City has adjusted its employee policies to remain flexible and responsive to the essential nature of government work while ensuring a safe work environment for its employees.

City staff has implemented the following employee policy changes:

Full-time, Regular Employees

- Non-essential full-time, regular employees that are scheduled and able to work but have no work available will be paid for their regular scheduled hours. Non-essential full-time, regular employees must be available to work upon request during their regularly scheduled hours.
- Governor Newsom issued guidance that people 65 or older were in a “higher risk” category. If full-time, regular employees who are 65 or older are not sick but choose to stay home, the City Manager temporarily authorized these employees to utilize their sick leave, which is not an otherwise authorized usage of sick leave under the Rules, Sick Leave with Pay, 2.09.
- Rules, 2.08, Vacation Leave, A, Earned: The usual caps on vacation accrual have been temporarily suspended until three (3) months after the emergency is declared over by the City Council. Employees will then have up to one (1) year after the three (3) month period to decrease their vacation leave below the maximum and utilize the additional accumulated vacation time. After the fifteenth month from the end of the emergency period, employees must have all their vacation time (including the additional vacation time earned during the vacation cap suspension) below the hard cap limits to continue to accruing any additional vacation time.
- Rules, Sick Leave with Pay, 2.09: If an employee who has already used the full allotment of federal Emergency Paid Sick Leave - either for the employee’s own COVID-19 illness or to care for a family member with a COVID-19 illness exhausts the employee’s available City sick leave bank, after the employee utilizes the full allotment of Emergency Paid Sick Leave, the employee will be able to run a negative sick leave balance on a “loaned time” basis -- up to -80 hours maximum -- that will be replaced with future accruals once the employee returns to work. The City has prepared an agreement that outlines the terms for the employee to pay back the loaned sick leave beginning at the time the employee returns to work.

Temporary Employees (all considered “non-essential”)

- Temporary employees were paid for their scheduled work hours through Friday, March 27, 2020 and since then have been in an indefinite unpaid status. Unemployment insurance is an option for temporary employees who are no longer being paid after Friday, March 27th. Temporary workers may be called back to work in the future.

HR 6201: Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act

Rules, 2.09 Sick Leave with Pay was modified to incorporate the federal Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act. Temporary policies to implement these two new leave programs (which lapse 12/31/20) have also been issued.

Fiscal Impact:

None.

Alternatives:

Do not approve employee policies and provide staff direction.

Recommendation:

Adopt a Resolution approving the amended employee policies due to the COVID-19 pandemic.

Attachments:

- A. Resolution
- B. Employee Memo Dated March 12, 2020 (memo only, memo attachments are not included)
- C. Employee Memo Dated March 26, 2020
- D. Employee Memo Dated March 31, 2020 (memo only, memo attachments are not included)

Prepared By:

/s/ Natalie Springer
Natalie Springer
Human Resources Director

Submitted By:

/s/ Diana Langley
Diana Langley
Interim City Manager

Reviewed By:

Finance
Special Counsel

SM
SS by email

ATTACHMENT A

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY AMENDING EMPLOYEE POLICIES IN RESPONSE TO THE COVID-19 PANDEMIC

WHEREAS, the City recognizes the need to amend employee policies in response to the COVID-19 pandemic; and

WHEREAS, the City Manager implemented interim measures on an emergency basis for this purpose; and

WHEREAS, the City Council now wishes to approve the interim measures,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

Approve the amended employee policies in response to the COVID-19 pandemic, specifically:

1. Non-essential full-time, regular employees who are available to work will be paid for their regular scheduled hours regardless if they work or not. Such employees must be ready and available to report to work during their regularly-scheduled work hours within 1 hour of being called to report. Absent further action by the City Council, this provision shall continue indefinitely, but in no event past the end of the City-declared emergency;
2. Rules, Sick Leave with Pay, 2.09: Full-time employees who are 65 or older are not sick but choose to stay home, may temporarily utilize their sick leave, until the end of the City-declared emergency;
3. Rules, 2.08, Vacation Leave, A, Earned: Vacation accrual caps are temporarily suspended until three (3) months after the emergency is declared over by the City Council and employees will then have up to one (1) year after the three (3) month period to decrease their vacation leave below the maximum and utilize the additional accumulated vacation time. After the fifteenth month from the end of the emergency, employees must have all their vacation time (including the additional vacation time earned during the vacation cap suspension) below the hard cap limits to continue to accrue additional vacation time;
4. Rules, Sick Leave with Pay, 2.09: An employee who has exhausted federal EPSL benefits and City sick leave benefits, but still has a leave need to care for a family member during COVID-19 illness or quarantine, or for themselves due to COVID-19 illness or quarantine, will be permitted to receive a loan of "advanced" sick leave (i.e. to run a negative balance) up to -80 hours maximum of sick leave that will be replaced with future accruals beginning when the employee returns to work;
5. Temporary employees were paid for their scheduled work hours through Friday, March 27, 2020, and thereafter will be held in unpaid status indefinitely;
6. Personnel Rules, Rule 2.09 Sick Leave with Pay was modified to incorporate the federal Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 19th day of May, 2020.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT B

Human Resources



To: All Employees
From: Natalie Springer, Human Resources Director
Date: March 12, 2020
Subject: COVID-19 Human Resources Response Plan

As you know, the COVID-19 situation is forcing emergency changes in our communities, and the City workplace is no exception. This memo is to notify you of temporary measures being implemented here relating to City operations and leave issues. These measures may need to be adjusted further due to changing circumstances in the future, and if they are, you will receive additional notifications. You will also be notified when these temporary measures are lifted and regular City operation and leave policies and practices resume. Please review this information carefully, and if you have any questions, contact Human Resources.

Human Resources Policies and Procedures:

- If you are not sick, continue coming to work and practice common sense illness prevention steps (see attached).
- If you feel sick, stay home: Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Sick Leave Usage during this COVID-19 pandemic:
 - Employees should code their time as Sick Leave first.
 - If you do not have any Sick Leave available, you may use any other available paid time off (PTO) category such as vacation, holiday, compensatory time, or administrative leave.
 - If all PTO is exhausted, employees may submit for the City's Catastrophic Leave Program and/or Short Term Disability program. Information on these programs can be found on the CityNET. Employees will not be disciplined for insufficient leave banks.
- Working from home:
 - Human Resources is working on a telework policy for the pandemic outbreak.
 - While this policy is under development, if the situation warrants and it is operationally effective, as determined by the appropriate Department Director, the City will consider, on a case-by-case basis, requests from employees to work from home. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Human Resources



- What if an employee just wants to stay home to avoid getting sick:
 - No, the City LOU's and MOU's do not accommodate for that request. However, employees may request to use non-sick related leave time (e.g. vacation) through regular leave request channels or unpaid leave of absence may apply, see Rules 2.11.
 - Leave taken by an employee for the purpose of avoiding exposure to the virus would not be protected under Family Medical Leave Act (FMLA) or California Family Right's Act (CFRA).
- What happens if an employee tests positive for the Virus?
 - The City would be notified by the Yuba-Sutter County Health Services Agency (HSA). The City would follow protocols and direction as determined by the County Health Officer.
 - If you are formally ordered by the HSA to be quarantined for a period of time you will need to utilize PTO.
 - Please see above on Sick Leave usage for coding your time.
- If you believe you were exposed to the virus at work:
 - Please inform your supervisor via a phone call or email and please call occupational health (751-4900) or your medical provider. The current advice is that you are not to go and seek medical attention immediately. This may qualify as a Workers Compensation's claim and should be filed as such.
- If a family member is sick or my child's school closes:
 - You will be allowed to utilize your appropriate PTO or unpaid leave or submit a request for Catastrophic Leave (if your qualifying family member is sick) to address your family's needs.
 - If you have a sick family member at home with COVID-19, please notify your supervisor so co-workers can be notified of the potential exposure and the City may make arrangements to have the worksite sanitized. Information regarding you, your family, and medical conditions will be kept confidential and personal information will not be shared.
 - Employees and qualifying family members who need assistance and/or support are encouraged to call the City's EAP, MHN, at 800-227-1060 or members.mhn.com. The number is toll free and answered 24 hours a day, seven days a week, and anonymous.

Closure of Work Sites:

Departments are preparing plans to accommodate possible work site closures. These plans may include assigning some workers to work at a different location, or possibly working from home. If your work site is closed, and the City is unable to accommodate an alternative location for you to work, we may send you home. If you are sent home, you will be compensated at your regular rate of pay for that day. Options for the continuation of work will be evaluated.

Human Resources



Disaster Service Worker:

As a Yuba City employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation; as such, all City of Yuba City employees are disaster service workers. Depending on the needs of the City, you may be called upon as a disaster service worker in the event of an emergency. If you are needed in this regard, you will receive specific notification.

General:

The Bi-County Public Health Department Operations Center was opened and a public information call center was activated. Public Health staff are now dedicated to COVID-19 response. The public can call (530) 749-7700 and speak to a call taker that can help answer questions between 8:30 AM and 5:30 PM.

Public Information Officers are coordinating www.bepreparedsutter.org and www.bepreparedyuba.org to share the same information and provide COVID-19 frequently asked questions.

ATTACHMENT C

Human Resources



To: All Employees
From: Natalie Springer, Human Resources Director
Date: March 26, 2020
Subject: **Update: Human Resources Policies and Procedures**

On March 19th, the State of California issued an order to stay home and local schools have been closed effective March 17th—in addition the City declared a local emergency as of March 21st. These actions, together with the City's own response to the COVID-19 pandemic, have required the City to reduce its operational footprint substantially. As part of that process, the City has needed to categorize workers as "essential" or "non-essential," not because these labels reflect these workers value to this organization, but rather because this is the terminology used by various federal, state and local agencies involved in the pandemic response. Whether your position is categorized as "essential" or "non-essential" should have already been communicated by your department head and if you have questions about your category, please speak with your manager/supervisor.

The intent of this memo is to address compensation for employees (regular and temporary) who have been identified by the City as "non-essential" during the State's order to stay home, school closures, and the declared local emergency. This memo will also address "essential" employees who are not available to work due to quarantine, sick leave, or school closures.

"Non-essential" regular full-time employees who are ready and able to work: If your position has been identified as "non-essential" and you are available to work, but the City currently has no work available, you shall be paid for your regularly scheduled work hours.

- Please follow any check-in protocols set in place by your department (for example: Public Works employees are to contact their supervisor every morning to check-in for information about the City's needs that day.)
- If you are called to physically report for work during your regular work hours, you must respond within 15 minutes plus your commute time to the worksite.
- If you are called to respond by phone or text during your regular work hours, you must respond within 15 minutes to the call or text.

"Essential" Employees who are NOT available to work:

- Employees will need to utilize their PTO (for example: vacation, holiday, compensatory time) or go into an unpaid leave. If the absence is to provide childcare due to the school closures, you will need to utilize PTO, not sick leave as sick leave is not an authorized usage for general childcare without illness. There is help on the horizon for employees who are quarantined/medically advised to isolate due to COVID-19 or who are providing childcare due to COVID-19-related school/daycare closures in the form of the Families First

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Coronavirus Response Act (more information to follow, as this newly-enacted legislation becomes effective next week on April 1st).

- Work available, 65 or older: Governor Newsom issued guidance that people 65 or older should stay home. If you are sick, you should stay home and use appropriate leave. If you are not sick but choose to stay home and are 65 or older, the City is temporarily authorizing use of your sick leave for such purpose. If you are not sick and choose to come to work, you may do so.

Temporary employees (all “non-essential”):

- If you are a temporary employee, you will be paid for your scheduled work hours through Friday, March 27, 2020.
- Unemployment insurance is also an option for temporary employees who are no longer being paid after Friday, March 27th. Please visit edd.ca.gov to file an unemployment claim.
- In the future, your department may reach out to you to coordinate your return to work. Please contact your manager/supervisor if you have any questions.

Miscellaneous

- Dress code: All City facilities will be closed to the public until further notice. During the closure, the City is relaxing the Personal Appearance Policy and you may wear jeans (no ripped jeans), tennis shoes (for example: Vans, Converse, Nike, etc.), as well as t-shirts or sweatshirts to the workplace if you are not required by your job to wear a uniform.
- Vacation time: We have received questions regarding vacation time and whether or not employees can still go on vacation or if they can change their vacation time. Please speak to your manager/supervisor regarding your vacation time questions as operationally they are the most informed to make these decisions. Further, the City is temporarily suspending the usual caps on vacation accrual until 3 months after the emergency is declared over by the City Council. Employees will have up to one (1) year after the 3 month period to decrease their vacation leave below the maximum and utilize the additional accumulated vacation time.

We will continue to communicate information to employees as the COVID-19 response evolves in regards to compensation, leave time, new laws as well as internal policy changes.

Note: Please distribute this memo or communicate this information to temporary employees and any other employees who may not have access to their City email during this time. Thank you.

ATTACHMENT D

Human Resources



To: All Employees
From: Natalie Springer, Human Resources Director
Date: March 31, 2020
Subject: **HR 6201:** Interim Policy and Guidelines

What is HR 6201?

HR 6201 entitled the Families First Coronavirus Response Act is a federal bill adopted by Congress and signed by President Trump on March 18, 2020. HR 6201 is effective April 1, 2020 and expires on December 31, 2020. HR 6201 provides paid leave, specifically emergency paid leave under the Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave, to employees of private employers with less than 500 employees and all governmental agencies.

It is anticipated that there will be further guidance issued regarding HR 6201 and its implementation. As information evolves, the information will be communicated with employees.

Who does HR 6201 apply to?

The specific reasons qualifying an employee for these new leave benefits are spelled out in more detail below, but in general terms:

EFMLA: Unlike regular FMLA (which has stricter eligibility requirements), the only requirement for EFMLA is that the eligible employee be on the employer's payroll for at least 30 calendar days prior to the leave. Temporary Employees: this EFMLA expansion will only apply to temporary employees who meet the expanded criteria.

Emergency Paid Sick Leave (EPSL): This benefit applies to all qualifying employees (other than Emergency Responders) regardless of their length of employment with the City, although the amount of the benefit varies based on full- or part-time status. Full time, regular employees can receive 2 weeks (up to 80 hours) of Emergency Paid Sick Leave at their full, regular rate of pay. Part-time employees will be entitled to the number of hours of paid sick leave equal to the number of hours they work, on average, over a 2-week period. EPSL is in addition to leave already provided to employees.

For purposes of this policy, "emergency responders" include fire response personnel, sworn law enforcement, public safety dispatchers, public works personnel, persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency, and anyone else performing tasks as a Disaster Service Worker at the City's direction or whose work is necessary to maintain City operations.

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Additions to Rules, 2.09 Sick Leave with Pay

- I. From April 1, 2020 through December 31, 2020, employees can take Emergency Paid Sick Leave as follows:
 - (a) Employees are entitled to up to 80 hours of Emergency Paid Sick Leave (prorated for part-time employees) at their regular rate of pay if they are unable to work or telework for the following reasons:
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - (b) Employees are entitled to Emergency Paid Sick Leave at two-thirds of the employee's regular rate of pay if they are unable to work or telework because:
 - (1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 order as described in subparagraph (1) or has been advised as described in paragraph (2) of subsection (a), above.
 - (2) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
 - (3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- II. Emergency Paid Sick Leave: Leave taken as Emergency Paid Leave is in addition to any other leave accrued and does not accrue beyond 80 hours. Unused leave does not carryover for any employees.
 - (a) Emergency Paid Sick Leave is subject to the following caps:
 - (1) \$511/Day and \$5,110 in the Aggregate (total benefit) for the Following Employee-Related COVID-19 Absence Reasons
 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

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2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (2) \$200/Day and \$2,000 in the Aggregate (total benefit) for the Following Reasons Related to the Employee Taking Leave to Care for an Individual or Son or Daughter
1. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
 2. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
 3. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor
- (b) Employees may supplement the two-thirds pay with their accrued leaves to achieve 100% of their regular rate of pay.
- (c) Emergency responders are generally ineligible for EPSL leave except for the employee's own qualifying COVID-related illness. Emergency responder requests for qualifying caregiver leave will be determined on a case by case basis, depending on available staff and ability to adequately cover essential services during a public health emergency crisis.

III. Requesting EPSL/Certification

Employees must notify their department manager or HR of the need and specific reason for leave under this policy. A form will be provided to all employees for certifying the leave request. Verbal notification will be accepted until practicable to provide written notice.

Once EPSL has begun, the employee and the employee's manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Employees may be requested to provide medical certification or a medical note supporting the need for leave under appropriate circumstances, but will not be required when not practicable to obtain.

IV. Other Provisions

- (a) Emergency Paid Sick Leave may not be used for any other purpose beyond that specified by law and has no cash value. Unused Emergency Paid Sick Leave does not carry over after December 31, 2020.



- (b) If you are utilizing sick leave to care for a family member, during quarantine, or for yourself due to COVID-19 and no longer have sick leave available, after using your full allotment of Emergency Paid Sick Leave, you will be able to run a negative balance up to -80 hours maximum of sick leave that will be replaced with future accruals. An agreement is enclosed with this memo that outlines the terms.

Additions to 2.09, M, Family and Medical Leave

II. Emergency Family and Medical Leave Expansion Act (EFMLA)

(a) Eligibility

Employees are eligible for up to 12 weeks of job-protected Public Health Emergency Leave if the following requirements are met:

- (1) The employee has worked for the City for at least 30 calendar days;
- (2) The employee is unable to work (or telework) due to a need to care for the son or daughter (under 18 years of age) whose school or place of care has been closed, or who's child care provider is unavailable, due to a COVID-19 emergency declared by either a Federal, State, or local authority; and
- (3) The employee provided reasonable notice of the need for the leave.
- (4) EFMLA is a new qualifying reason for FMLA leave and is not in addition to any other FMLA leave. In other words, an employee is only eligible for a combined total of 12-weeks of FMLA leave in a 12-month period (regardless of the qualifying reason for using such leave)

(b) Paid Leave

The first 10 working days of Emergency Family Medical Leave will consist of unpaid leave unless the employee elects to utilize accumulated leaves, including Emergency Paid Sick Leave, above. For the remaining 10 weeks, an employee is entitled to paid leave at two-thirds of the employee's regular rate of pay. However, paid leave is subject to a cap of \$200 per day and \$10,000 total.

(c) Benefits During Leave.

While an employee is on EFMLA leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium (if any). During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department. These provisions are the same as for all other FMLA leave, as described in the current FMLA Policy

(d) Restoration to Prior Position

Employees out on Emergency Family and Medical Leave are entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave.

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If the City is unable to restore the employee to an equivalent position to the employee's prior position, the City will notify the employee if an equivalent position becomes available within 1-year of either, the date the public health emergency concludes or date which is 12 weeks after the employee started their Emergency Family and Medical Leave, (which ever date is earlier). Notification shall be by regular mail to the employees address on file.

(e) Expiration

The provision of this section shall expire on December 31, 2020 or when the Emergency Family and Medical Leave Expansion Act is no longer effective. EFMLA may not be used for any other purpose beyond that specified by law and has no cash value. Unused EFMLA does not carry over after December 31, 2020

(f) Employees shall request leave as soon as practicable and shall certify the need for leave in writing at the time of the request. The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on EFMLA leave to report periodically on the employee's status and intent to return to work.

(f) Emergency responders shall be generally excluded from leave granted by the City under the Emergency Family and Medical Leave Expansion Act. Emergency Responder requests for EFMLA will be determined on a case by case basis, depending on available staff and ability to adequately cover essential services during a public health emergency crisis.

Attachments

- FMLA Expansion Act Request Form
- Emergency Paid Sick Leave Request Form
- Employee Certification to Return to Work After Exhibiting Symptoms of COVID-19 or Suspicion of Having or Being Exposed to COVID-19
- Agreement for Repayment of Sick Leave Pay
- United States Department of Labor Employee Rights under Families First Coronavirus Response Act. Managers/Supervisors, please post the United States Department of Labor Employee Rights under Families First Coronavirus Response Act in the workplace.

Miscellaneous

- In addition to being distributed electronically, this information is being mailed to all regular full time employees and part-time, temporary employees.

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- The memos issued on March 12th, March 26th, and this memo dated March 31st is intended to complement one another. If there is any conflicting information, the newer memo will prevail.

While Human Resources is primarily working from home during this time, we are happy to answer any questions you may have, so please reach out. Thank you.