

## Human Resources Policy and Procedure

### Employee Instructions for Evaluation for and/or Absence from Work Related to COVID-19

Effective Dates: March 14, 2020 through May 31, 2020

Revised: March 31, 2020

#### **If you are sick, stay home**

Remember, there are resources available to you through the Employee Assistance Program (EAP)

1-800-624-5544

### Employee COVID-19 Risk Analysis for Eligibility to Report to Work - All Employees

If you are unsure if you should report to work, follow these steps:

1. Please refer to the CDC website [here](#) regarding Isolation and Quarantine protocol.
2. Immediately call your supervisor to let them know you are having a COVID-19 risk analysis before returning to work and briefly state the reasons why.
3. Contact Shelby Patch in Risk Management for a COVID-19 risk analysis, by calling or texting 785-813-2843 to evaluate the circumstances based on the most recent available guidance.
4. Shelby Patch will notify both you and your supervisor of your work status.

When at work, if any employee thinks that they may be exposed to someone with COVID-19 or see indications that leads them to believe that a coworker is showing symptoms of the coronavirus, immediately report it to your supervisor. After speaking with your supervisor, contact Shelby Patch, Risk Management, by calling or texting 785-813-2843. Shelby will evaluate the circumstances based on the most recent available guidance. Shelby will notify both you and your supervisor of your work status.

### Employee Instructions for Absence from Work Related to COVID-19

#### **Types of Absence – All Employees**

COVID-19 related absences from work:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (stay at home order is not considered quarantine) - Not FMLA
2. has been advised by a health care provider to self-quarantine related to COVID-19; - Not FMLA
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; - FMLA
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); - Not FMLA
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; –FMLA (as of 04/01/2020 special rules apply: must be employed for 30 days -FMLA)
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury. –Not FMLA
7. [At risk for Serious Illness from COVID-19](#) (as defined by the CDC) – Not FMLA
8. unable to work due to the City closing their work area and they are unable to work remotely, or unable to gain a temporary assignment via the Labor Pool – Not FMLA

In order to continue to operate there are essential positions that must be filled. Due to the nature of our work, some employees may be required to report to work even if they request to be absent. Supervisors will communicate with effected employees in this case.

#### **Call in Procedures for Absence from Work - All Employees**

For every absence from work:

- Continue to use your regular division/department rules for calling in absent.
- **In addition**, Email [FMLA@lawrenceks.org](mailto:FMLA@lawrenceks.org) or call 785-813-9664 with the following information:
  - Attest that you are experiencing one of the medically related reasons identified above (the requirement for medical documentation is being waived for COVID-19 during this period of time)
  - or, Attest to any other non-medical reason related to COVID-19
  - Provide expected dates of leave
  - If for medical reasons, state if it is for yourself or for a family member
  - Provide your name and telephone number
  - Provide supervisor name and telephone number

### **FMLA Leave Expansion as of 04/01/2020**

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

- **Employee Daycare FMLA Eligibility Only**- All employees who have been employed with City of Lawrence, Kansas for at least 30 days.
- **Reason for Leave** - Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.
- **Duration of Leave** - Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

### **Pay Options During Absence**

#### C19 (COVID-19) Leave Bank

If you do not fall into any of the categories above (1-8) and choose to stay home if work is available, you will have to use your own benefit time for your wages.

In order to help relieve the financial pressure to employees who are unable to report to work during this unexpected event, the City has created a bank of hours for full-time regular and part-time regular employees specifically for COVID-19 related absences. With the March 31, 2020 revision this was expanded to seasonal and temporary employees through May 31, 2020.

In the C19 leave bank, you will find the amount of hours equivalent to your standard workweek through May 31, 2020. You may access the C19 leave bank if you are a person with any of the COVID-19 reasons listed above (1-8) in the Types of Absences section. The need for the continued use of this bank will be reevaluated at that time.

You will choose the codes in Executime as follows:

Accrual pay codes:

- CV / COVID-19 (for Full-Time & Part-Time benefited hourly/salary employees)
- CW / COVID-19 2912 (for 2912 Fire/Medical employees)
- CX / COVID-19 PP for (For all Part-Time Temporary employees)

Place the number 1-8 that your absence corresponds to in the comments section of your benefit request.

This benefit code has been set up in Executime and the payroll system and will be available to request on 03/20/2020. CV19 balances are not banked, paid out, is not available as a discretionary leave bank, or payable upon separation from service.

#### Other Paid Time Off Leave Banks

If you do not fall into any of the categories above (1-8) and choose to stay home if work is available, you will have to use your own benefit time for your wages. Policies can be found under Section III, Time-Off Benefits [here](#). Covered Police and Fire employees should refer to their Memorandum of Understanding. The paid time off benefits are:

- Sick leave (restrictions for sick leave to be only for personal illness is being waived for absences related to COVID-19 during this period of time)\*
- Family sick leave\*
- Vacation
- Personal days
- Kelly days
- Wellness days program
- Comp time

\*The Usage of Sick Leave / Family Sick Leave will not reset the wellness count to zero during this time period.

All benefit time for COVID-19, including C19 needs to be recorded in Executime to receive pay.

The maximums for the Vacation and Sick Leave benefit balances have been lifted during the COVID-19 event. Instructions on utilization beyond the event will be developed in the near future.

#### **FMLA & ADA**

- If an employee or family member (according to [FMLA guidelines](#)) tests positive for the Coronavirus:
  - Human Resources will send documentation to the employee's work email address (paper copies will not be mailed out)
  - Employees will not be required to submit medical documentation for COVID-19 related absences
- If you have an ADA qualifying disability and need to request an accommodation to be able to continue to work, follow the usual process:
  - Make a request to your supervisor
  - Supervisor will contact Human Resources
  - Request will be evaluated
  - Paperwork may still be required for COVID-19 related accommodations

***As this situation continues to progress, instructions may change.*** A page has been created on the Intranet [here](#) and internet [here](#) for your reference. The City of Lawrence will generally follow the [CDC Guidance for Businesses](#) for our workplace policies.