

**UNDERSTANDING REGARDING PUBLIC HEALTH EMERGENCY DURING COVID – 19**  
**County and Teamsters Local 1932**  
**March 25, 2020**

Work Expectations for Essential and Non-Essential Staff

- Essential Staff
  - Report to work, or telework, as determined by the Department
  
- Non-Essential Staff
  - Can telework as determined by the Department
    - If cannot telework, may be redeployed
      - If not redeployed employees may, as applicable, 1) use new County-paid leave in accordance with the Families First Coronavirus Response Act, 2) their own accrued leave, or 3) VTO as modified (see below).

Unemployment

- In addition, employees may, depending on circumstances and subject to State approval, be eligible for unemployment benefits and are encouraged to apply for them if they believe they are, including if their hours/pay have been reduced.

Voluntary Time Off - Revised

- Revised VTO applies to non-essential employees who have not been redeployed. (Current VTO provision applies to all others)
- Employee can code VTO in any combination with or without paid leave hours, including if the employee has zero paid leave balance
- Employee would be approved to code VTO for (i.e. in lieu of) all regularly scheduled hours through April 30<sup>th</sup>
- Prorated for part-time employees
- VTO hours shall count toward meeting the paid hours requirement for the purposes of the County continuing to pay its share of the applicable benefits.

Leaves

- Employees who are unable to work or telework and are not redeployed can use any available leave while off work through April 30, 2020.
- Employees will not be required to exhaust sick leave prior to being allowed to use vacation for sick leave purposes through April 30, 2020.
- Employees may supplement any available leave with the new leave under the Families First Coronavirus Response Act.

### Employee Health Screening

- Screen and monitor employee temperatures to assist with workplace safety
- Protocols to be discussed

### Federal Leave Laws

- Employees may supplement their own personal leaves with these new leaves
- Does not apply to those who are able to work or telework during the hours the employee is working or teleworking.

### Health Providers and First Responders Under the Families First Coronavirus Response Act

- The law establishes that health care providers and emergency responders may be excluded; however, Board is agreeable to allowing County-paid leave in accordance with the Act for Emergency Responders and Health Care Providers for reasons #2 and #3 (see bullet #2 below)
- The County will provide the Emergency Paid Sick Leave benefits of the law to health care providers and emergency responders who are unable to work or telework and fall into one of the following:
  - Has been advised by a health care provider to self-quarantine related to COVID-19; or
  - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis; or

### Employees Who Are Redeployed

- Such employees shall not receive a change in pay if redeployed.

### Safety Concerns

- The County and Teamsters Local 1932 are committed to maintaining regular communications to address staff safety concerns. Any staff safety concerns should be directed first to their Supervisor, and if needed to their Department Human Resources Officer and/or Business Agent.

### Non-Essential Employees

- An employee initially determined to be non-essential may subsequently be reclassified as essential

NOTE: The County agrees to continue discussions as the situation and its impact evolves.