Human Resources: Admin Leave, Telecommuting, and Program Update in Response to COVID-19

On March 19, 2020, to further combat the spread of COVID-19, Governor Newsom issued a new statewide order directing Californians to “Stay at Home” until further notice to prevent further spread of the COVID-19 coronavirus. It requires all residents to stay home, except as needed to maintain continuity of operations for federal critical infrastructure sectors, critical government services, schools, childcare, and construction.

As OCSD is designated as a critical infrastructure, mission critical employees will continue to report to work as is necessary to ensure our overall operations remain intact in the interest of public health. Prior to the Statewide order employees had the option, where feasible, to telecommute and those at higher risk of serious illness from COVID-19 exposure where offered the ability to self-isolate by providing administrative leave.

With the statewide order to all Californians to “Stay at Home” the General Manager directed the EMT to ensure that all staff who can “Stay at Home” are asked to do so. Employees who can telecommute will be asked to do so immediately and for those whose job duties do not provide for telecommuting and are not mission critical to operations they will be placed on administrative leave until further notice. The Department Director will be responsible for designations and assignments.

COVID-19 Paid Administrative Leave

What is Paid Administrative Leave?
Paid Administrative Leave (Paid Admin Leave) is OCSD mandated leave from the workplace that has been determined based on known facts to be (1) in the best interests of OCSD and (2) necessary to maintain the wellbeing, safety, security, or protection of any OCSD employee or citizen, OCSD property, or OCSD resources, or otherwise required by federal or state law.

Important information About Paid Administrative Leave?
- Employees will receive full pay and benefits
- Paid Admin Leave is not disciplinary in nature
- Employees are expected to provide current contact information (phone, cell phone, and email) to their supervisor/manager when placed on paid administrative leave
- Employees are expected to remain available during OCSD core business hours
- Employees are expected to routinely monitor and respond timely to all correspondence from OCSD
- Employees may be required to return to work at any time
- An employee’s supervisor may contact them to inquire about work-related items
- Employees should arrange a periodic check-in with your supervisor during the leave period
- Employees must inform their supervisor and use appropriate leave accruals if they will be on vacation or out of town

Who Can Be Placed on Paid Administrative Leave Due to COVID-19 Pandemic?
- Employees age 65 and older or with a chronic health condition such as heart disease, diabetes, or lung disease.
- Employees who are under a quarantine or isolation order, have been advised to self-quarantine, or are exhibiting symptoms related to COVID-19.
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- Any employee that is not essential to mission critical operations of OCSD during a statewide order for Californians to “Stay at Home” may be directed to utilize Paid Admin Leave
- Student Interns are not eligible for Paid Administrative Leave and must go unpaid

What is the subledger Timecard code for COVID-19 Paid Administrative Leave?
Use the Pay Code “Pd Admin Leave” & Subledger “09903149 (Pd Admin Leave – Medical)”

COVID-19 Telecommuting

How is the COVID-19 Telecommuting initiated?
Employees who can telecommute will be asked to do so immediately by their Department Head. A Short Term Telecommuting Request Form will be required. The related Telecommuting guidelines can be found through this link. In the essence of time, signatures may be provided later. Once approved by the Department Head and Human Resources, employees will be able to obtain equipment (if necessary) from IT and begin working from home. Employees are not authorized to work from home without obtaining advance approval.

Does COVID-19 Telecommuting Have to be Full-Time?
No. It is up to management discretion to determine the telecommute schedule.

How is the Timecard Coded When an Employee is COVID-19 Telecommuting?
Employees will code their timecard as they currently do now for hours worked.

Is There Specific Guidance for COVID-19 Telecommuting?
Yes.
- Employees must complete their regular assignments, job duties, tasks, and responsibilities as normal.
- Employees must adhere to their usual start and stop times.
- Employees must be on-time to scheduled virtual or on-site meetings.
- Employees must respond to phone calls, emails, and team chats promptly.
- Employees must submit a daily summary of tasks or work activity performed at the end of each business day.
- Employees must prepare timecards in accordance with payroll practices.
- Employees must request and report on their timecard any sick, vacation, or personal leave appropriately.
- Employees must be prepared to report onsite without advance notice to support business needs, as required.
- Employees must work in a safe manner and in an area that is suitable for working.
- Employees must adhere to all OCSD policies, procedures, and applicable MOU provisions.
- Student interns are not eligible to telecommute

See OCSD Telecommuting Guidelines for additional information and guidance.
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Program Updates

Recruitments.
OCSD has suspended recruitment activities for vacant positions until March 31. Job postings on all external sites have temporarily been removed during this time. At that time, we will reassess the situation. For positions in which an offer was made, OCSD will continue with the hiring process.

Internships.
The continuity of student internships will be at the discretion of management. There are no changes to vocational internships currently.

Temporary Staffing (HB Staffing, Diskriter, Inc., Adv Resources, Inc.).
If there is no supervisor on site due to telecommuting, temporary assignments will be suspended through April 30. Otherwise, no change for temporary staffing.

Vanpool Program.
Vanpool participants have been strongly encouraged to suspend vanpooling activities through April 30.

Rideshare Program Cash Incentives (Non-Vanpool Modes).
Employees have been strongly encouraged to suspend rideshare activities that can pose a risk for COVID-19 (see OCSD COVID-19 website) until April 30. The rideshare cash incentive program is suspended for April.

OCSD Training & BLAST.
All instructor-led training and learning activities have been suspended through April 30. Web-based training, specifically mandatory web-based training, is still available and there is current curriculum assigned and due by March 30.

Employee Benefits.
Learn about employee resources available through current OCSD benefits here.