

# City of Pullman Temporary Leave Policy and Program

Coronavirus (COVID-19) Response

***Effective March 26, 2020***

## **PURPOSE AND APPLICABILITY**

**This policy applies to all regular City employees.**

In recognition of the evolving impact of the coronavirus (COVID-19) outbreak, and issuance of the Declaration of Emergency by the Mayor of the City of Pullman, the City will temporarily expand current leave policies in accordance with this temporary leave program. The City intends to promote health, safety, and security for our employees while mitigating risks during this time of emerging public health threat.

This temporary leave program covers all regular City employees, and will remain in effect through April 30, 2020. It may be extended or vacated by declaration of the Mayor, City Administrator or Designee, as needed.

## **DEFINITIONS**

**Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

**Temporary Paid Leave (to be replaced by 80 hours of leave designated by the President to begin on April 2):** Provides up to 80 hours or the equivalent two weeks of paid leave (pro-rated for benefited part-time and shift work employees.)

**Curtailed Operations:** A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

**Household Member:** Any other person who resides in the employee’s household.

**Isolation:** A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

**Medical Advice:** Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people exposed to a contagious disease to see if they become sick.

**Social Distancing:** Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

**Telecommuting:** A work arrangement in which the employee works outside the normal work site, often working from home.

**Whitman County Public Health Department:** The regional health authority for public health concerns in Whitman County.

## POLICY GUIDELINES

- A. Impacted Employee.** An Employee Impacted by COVID-19 (“Impacted Employee”) means any one of the following:
1. An employee, an employee’s dependent, or an employee’s household member is under observation, being monitored for, or diagnosed with COVID-19; or
  2. An employee is advised by a medical professional or public health authority to quarantine; or,
  3. An employee, an employee’s dependent, or an employee’s household member is in one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work.
- B. Temporary Paid Leave.** Provides up to 80 hours or an equivalent two weeks of City-paid leave to regular employees (pro-rated for benefited part-time and shift work employees.) An Impacted Employee who has not been directed to telecommute, or who has requested but not received approval to enter into a telecommute arrangement, will be eligible to receive up to 80 hours of leave (or up to two weeks of the employee’s shifts) without utilizing their personal leave accruals. Leave hours authorized under this section will be made from a City funded catastrophic leave bank.
- a. **Diagnosed with COVID-19.** An Impacted Employee diagnosed with COVID-19 will be approved for FMLA leave for 80 hours (or two weeks of the employee’s shifts). No FMLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA leave in excess of the 80 hours the employee will be required to complete the appropriate paperwork. In this situation the employee’s pay status will be converted to FMLA leave.
- C. When Use of Leave Accruals is Required.** Employees needing to be absent from work, but do not meet the definition of an Impacted Employee, must utilize their leave accruals per the City’s existing policies or procedures.
- D. Leave Without Pay.** Employees needing to be absent from work, but do not meet the definition of an Impacted Employee and do not want to utilize their existing leave accruals, may be considered for leave without pay by the Mayor, City Administrator or Designee for up to 30 (thirty) days. City leave without pay policies requiring leave accruals to be exhausted before being eligible for leave without pay are suspended for the duration of this Temporary Leave Policy. All other impacts to employee leave accruals and benefits remain as outlined in existing City Policy.
- E. Unemployment Benefits.** The Washington Employment Security Department passed a series of emergency rules allowing for unemployment benefits in several COVID-19 scenarios. Employees are strongly encouraged to review: <https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/newsroom/COVID-19/covid-19-scenarios-and-benefits.pdf>
- F. Workers Compensation.** First Responders who are quarantined by a physician or public health official as a result of a potential exposure to COVID-19 may be eligible for workers’ compensation benefits, including time loss payments during the period of quarantine.
- G. Returning to Work.** Impacted employees meeting the criteria in A(1) or A(2) of this policy:
1. and were not suspected of COVID-19, may return to work if the employee did not experience any COVID-19 symptoms.
  2. and were suspected of COVID-19, may return to work under the following conditions:
    - negative test for COVID-19;

OR

- If employee had a fever, 3 days after the fever ends AND there is an improvement in initial symptoms (e.g. cough, shortness of breath)
  - If employee did not have a fever, 3 days after improvement in initial symptoms (e.g. cough, shortness of breath); or
  - 7 days after symptoms onset, whichever is longer.
3. Healthcare Workers will follow the Centers for Disease Control Return-to-work criteria for health care workers. <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>

**H. Telecommuting.** An Impacted Employee who is not ill, or who is capable of working without unreasonable interference as a result of being an impacted employee, may be eligible for an alternative work arrangement.

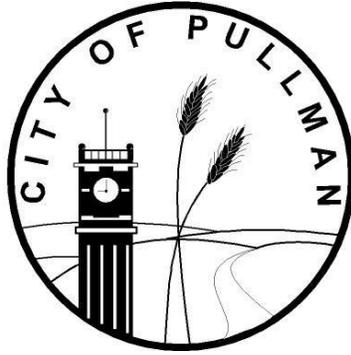
**I. Curtailed Operations.** Employees whose job responsibilities cannot be performed in the field as a result of curtailed operations and/or are not conducive to a telecommuting arrangement will be placed on Paid Administrative Leave, in whole or in part, due to “extraordinary circumstances”, through the current temporary leave policy end date of April 30, 2020, provided the following:

- a. Mayor, City Administrator, or Designee will identify which employees are eligible for Paid Administrative Leave due to “extraordinary circumstances” and the number of hours per week that Paid Administrative Leave is appropriate in the event that partial work is available.
- b. Eligible employees must remain available for assigned work during their regular work schedule and be available to respond to their supervisor and report to work within 30 minutes of being contacted. Eligible employees should provide their supervisor with an appropriate contact number.
- c. Work assignments will be determined at the sole discretion of the eligible employees’ department director. Nothing in this policy shall circumvent work assignments as represented in the Labor Group Contracts.
- d. Eligible employees must take appropriate steps while on paid administrative leave to practice social distancing and limit the potential exposure to the COVID-19 virus by following the CDC guidelines located at <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- e. Eligible employees who become sick while on paid administrative leave must notify their supervisor consistent with existing policy. Such eligible employees will not be required to be available for assigned work per paragraph 4(a) above and will be allowed to use any accrued leave for the period of unavailability.

**J. Policy Exceptions.** Exceptions to this temporary leave policy may be granted by the Mayor, City Administrator or designee. Some policy provisions may not apply to essential personnel as determined by respective department directors. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

**K. Implementation.** All supervisory staff is responsible for implementing this policy within their respective departments based on their specific operational needs.

**L. Policy Review.** This temporary policy will be reviewed by the City’s Management Leadership Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the City of Pullman.



I am unable to come to work due to one or more of the following reasons (circle all that apply):

1. An employee, an employee's dependent, or an employee's household member is under observation, being monitored for, or diagnosed with COVID-19.
2. An employee advised by a medical professional or public health authority to quarantine.
3. An employee, an employee's dependent, or an employee's household member is in one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work.

**I certify and attest under penalty of perjury that I am unable to come to work because of one of the reasons listed above. I understand that this absence authorization expires 14 calendar days after submission and that additional documentation may be required for any additional time loss.**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Reviewed by:

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Director: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_

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Employee Regular Schedule: \_\_\_\_\_

Eligible for Temporary Paid Leave

Not eligible for Temporary Paid Leave due to:

80 hours (pro-rated for part time/shift employees) of Paid Leave already paid out

Does not meet *Impacted Employee* definition

Request to use Administrative Leave. **Curtailed Operations.** Employees whose job responsibilities cannot be performed in the field as a result of curtailed operations and/or are not conducive to a telecommuting arrangement.

Determination reviewed by \_\_\_\_\_ and confirmed by \_\_\_\_\_

Communicated to Employee on: \_\_\_\_\_