



Supplemental Guidance for working under Covid-19 - Condition 1.5

The goal of this guidance is to help employees and supervisors assign work and maintain Town Operations during an unprecedented situation.

The Town's goal is to keep employees paid. **In return we are asking for a good faith effort from employees to provide service as close to their normal level of work as possible.** This could mean performing functions not normally assigned to you, working in a new way, and assisting other employees as they adapt to the situation.

In this time, we are asking everyone to work together to identify work options for employees to stay productively employed since we stewards of the taxpayers' money.

Under this Condition 1.5, **we are asking employees to perform their work remotely whenever possible.** Employees should **not** report to the workplace based on preference alone.

If a task **requires** a physical presence at a Town facility, employees must abide by all CDC or County Health guidance regarding personal and public health. Furthermore, staff presence at a facility should be kept at minimal operational levels, which may require staggered schedules or other adjustments.

Supervisors should consider these points when assigning work:

1. Can the employee continue to deliver their typical level of service?
2. Is there a way the employee can modify their work (telecommuting, reassignment of responsibilities) to continue working at or near their typical level of service?
3. Are there ways to adapt the work so an employee can continue working (bring equipment home, have essential materials delivered if the employee cannot leave their home)?
4. Are there tasks or responsibilities the employee can perform for another department or division to support their operations?

Employees should consider these points when being asked to work:

1. Can I continue to deliver my typical level of service?
2. How can I adapt how I work to continue performing my service? (telecommuting, performing new functions)

3. Is there a reasonable level of support that would enable me to perform my typical or new functions?
4. How can I use my skills and experience to support the Town's operations during a critical situation?

Employees and Supervisors should:

1. Stay in communication (phone, email, etc.) during remote work or while they are on leave.
2. Remain flexible when assigning and receiving work assignments. Our overall goal is to serve the community for which we work in whatever way is necessary during this time.
3. Coordinate any required physical presence with other departments and divisions and consider sharing responsibilities to minimize employees' physical presence in a facility.

Specific Guidance:

1. If an employee is provided with opportunities to work and an employee refuses to accept the assignment, they may use their own leave and, once their leave is exhausted, they may opt for leave without pay.
2. Employees assigned work and/or scheduled to report for a shift to perform mandatory, modified, or reduced functions are expected to report as assigned or complete their assignments. Additionally, employees must remain available during their normal hours should they be called in to work. Employees that call out for their assigned shift(s), or are not available to work during their normally scheduled hours on a different day, and/or fail to complete any of their assigned work, are not eligible to receive credit for performing their job for that week and will need to use their own leave for the entire week. Exceptions for verified extenuating circumstances may be approved by the Department Director. Department Directors may determine what form of verification documentation is necessary.
3. If an employee's assigned functions are suspended and there is no other reasonable work for them to perform town-wide, they will not be required to use their leave.
4. If a shelter-in-place order is issued, the Town Manager will provide guidance on the Town's condition, and the performance of mandatory functions.
5. There is no expectation that a physical "front desk" presence will be maintained at Town facilities that are closed to the public, but the functions of that desk (answering phone

calls, processing information) should be reassigned as necessary (consider forwarding calls to another location).

6. Under Condition 1.5, there is no Adverse Leave unless an employee is sent home due to exposure. Employees should only code exceptions (sick, vacation, FLMA, etc.) during this condition.
7. Program support employees do not have a “base pay” under this policy, so supervisors are encouraged to assign hours first to program support employees who are doing the same work as FTE’s, when possible. The goal of this guidance is to give the program support employees a level of work similar to their typical schedule and to be flexible in assigning both program support and FTEs. This may not be possible in every case, depending on the employee’s skills and abilities. Program support employees can only be paid for the hours they work.