



# City of Newport News

## HUMAN RESOURCES

### COVID-19 FAQs-#1



#### TELEWORK AND MODIFIED SCHEDULES

**Q:** What is the COVID-19 Telework Process?

**A:** *The process was put in place to provide guidelines to employees who will be teleworking during the COVID-19 Pandemic.*

**Q:** What is the difference between scheduled work and a “modified schedule” during the COVID-19 situation?

**A:** **Scheduled Work:** *Includes all work time that an employee is required to be on duty and performing work (includes teleworking hours under a modified schedule approval).*

**Modified Schedule 3/18/20 - 3/29/20:** *Under current social distancing guidelines, certain employees may be directed to work a modified schedule (reporting to their assigned worksite on a limited or reduced basis), or to not report to work. In this case, the goal is that employees (Full-time, Part-time and Temporary) will not forfeit regular compensation. Therefore, on the LTS timesheet employees should enter any hours needed to ensure the employee is paid for all regularly scheduled work under the modified schedule line. No time should be entered here which causes an employee to enter into an Overtime status. Employees who are on a modified schedule are expected to be available during their regularly scheduled business hours. Modified schedules are subject to change at any time. The description of modified schedule is effective until March 29, 2020 and is subject to change as the situation evolves.*

**Q:** What if I can't get in contact with an employee who is on a modified schedule or the employee is unable to remain available to me (ex. Employee has a college student and was directed by the university to pick up their belongings on a specific date/time)?

**A:** *Liberal leave is still in effect and the employee may submit a leave request for the time that they are unavailable. Leave for employees who are teleworking should be approved based on essential functions as determined by the Department Director.*

**Q:** Do all employees need to complete the Telework acknowledgment?

**A:** *All employees, non-exempt and exempt, who will be teleworking will need to complete the acknowledgement. This includes employees who had previously been afforded VPN access, or had an approval to work from a location outside of their assigned job site(s).*

**Q:** How do hours actually worked on Standby get calculated when an employee is on a modified schedule?

**A:** *As noted above, the goal is that a modified schedule allows employees to be paid for their regularly scheduled work. If an employee is on Standby and is called in to work during their non-regularly scheduled hours, the*

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number of hours actually worked on that day should be listed in LTS under the scheduled work line. In addition, the number of hours worked as a result of being called in should be deducted from one or more days of the time noted in LTS in the modified schedule line. If an employee is called in for Standby work and the timesheet reflects overtime hours, Payroll Representatives should ensure that the employee was physically present and/or teleworking for more than forty (40) hours during the city's established workweek.

**Q:** What should I do if I have an employee on a modified schedule who has also earned overtime in the same period?

**A:** Payroll representatives should identify employees earning overtime and ensure that no hours are listed in the modified schedule line. If hours are listed on modified schedule and the employee has OT hours, the Payroll Representative should reduce the hours listed under modified schedule until the modified line is no longer resulting in Overtime.

**Q:** Can part-time and temporary employees be approved for a modified schedule?

**A:** Yes. If no work is available for the employee, they should be compensated based on their average regularly worked schedule. The average regularly worked schedule should be determined based on the number of hours the individual employee has worked each week for the last year. The **Part-Time Weekly Schedule Report** is available for Payroll Representatives in LTS which shows the number of hours each PT and Temporary employee in your Department has worked each week for the last year as well as an average over that time period to assist in determining regularly scheduled hours if needed.

**Q:** What do I do if my part-time or temporary employees have not submitted a timesheet?

**A:** Payroll representatives should review the Timesheet Summary Report to identify regularly scheduled PT and Temporary employees who have not entered hours for the week. Once those employees are identified, Supervisors should be contacted to determine the number of regularly scheduled hours for the employee and Payroll representatives should enter this on the timesheet. Payroll Representatives should then submit the timesheet to the employee's supervisor for approval.

### **PUBLIC HEALTH EMERGENCY LEAVE**

Please refer to the Matrix previously provided to department directors and contact Human Resources for any questions not addressed in that document or by the FAQ's.

**Q:** If an employee travelled to an identified "hot spot" before it was designated a "hot spot" by the Center for Disease Control and Prevention, should they be sent home on Public Health Leave?

**A:** No. This is an emergent situation and as conditions change, Human Resources will continue to update all Department Directors. As outlined in the Pandemic Coronavirus process provided to all employees on March 13, 2020, Human Resources should be contacted with any situations related to Public Health Emergency leave. Departments should review the COVID-19 Matrix, along with Human Resources updates (and can check the CDC information page) to determine the relevant areas of potential exposure that could impact an employee's work/leave status.

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**Q:** There is no line on LTS for employees to enter Public Health Emergency Leave. How should employees request this leave type?

**A:** *Public Health Emergency leave requires the approval of an employee's supervisor and their Director/Assistant Director, as well as Human Resources. When an employee has been notified that their leave should be designated as Public Health Emergency leave, they should be directed to enter the leave request through the LTS system.*

### GENERAL COVID-19 QUESTIONS

**Q:** My gym is closed and I can't attend the required number of times to receive my reimbursement. Will the City reimburse me for this month anyway?

**A:** *The City has elected to stop all employee gym membership deductions for the current pay period. We are working through a process on how next year's reimbursements will be managed and will send out communication to all impacted employees when finalized.*

**Q:** How will I know if/when I have been directed to stay at home or shelter in place?

**A:** *The City is closely monitoring all federal and state directives related to social distancing and closures. We will continue to communicate cancellations, postponements, closings or similar actions through messages and/or announcements as outlined in the City's Personnel Administrative Manual policy 611-Emergency Status. Employees should regularly check their email, the City's website, and the City's emergency hotline for updated information.*