



## City of Newport News HUMAN RESOURCES COVID-19 FAQs-#9



*Thank you for reviewing these Frequently Asked Questions. Please note the guidance provided in this or any previous edition of FAQs is subject to change based on the most up-to-date information provided by the Centers for Disease Control and/or Virginia Department of Health.*

### COVID-19 PHASE II AND III

**Q:** City offices opened to the public June 16<sup>th</sup>. When will the City “get back to normal”?

**A:** *The City, along with the rest of the State, is in [Phase II](#), and we are all operating under the “new normal.” Many departments are operating on an appointment-only schedule and limiting the number of walk-ins in an effort to control and maintain sanitation standards and social distancing. As we move forward and into Phase III, there will likely be some additional changes. Stay tuned, and speak with your management teams as they will communicate any upcoming changes.*

**Q:** The Governor has announced that Virginia will transition to Phase III on July 1<sup>st</sup>. What does that look like for employees, daily screenings, face mask policy, etc.?

**A:** *As we transition from Phase II into [Phase III](#), there will be very few changes in our public facilities. The City will **NOT** change its current practice of daily employee symptom and temperature screening and face covering policy. All employees are expected to comply with [City Policy](#) and [Executive Order 63](#). This order requires that patrons of state or local government buildings, when accessed for the purpose of securing public services, cover their mouth and nose with a face covering as described and recommended by the CDC.*

**Q:** This facemask is hot and uncomfortable and temperatures are beginning to hit the 90s. Do I have to wear it?

**A:** *The facemask policy has not been relaxed. As mentioned previously, **please wear your mask every day in public or common areas, while working with other employees and upon entry and exit from all public facilities.** Face coverings and physical distancing will continue until further notice.*

## COVID-19 FAQs

### COVID-19 EMPLOYEE LEAVE and CARRYOVER

**Q:** When will the COVID-19 Minimum Usage and Carryover changes go into effect?

**A:** *As a reminder, due to COVID-19, and the pro-longed emergency status, the City Manager is waiving the 80 hour PPL usage requirement (112 for 24-hour Fire employees) during Fiscal Year 2020. In addition, the City Manager will allow up to 40 additional carryover hours for employees (56 for 24-hour Fire employees) who are over their Fiscal Year 2020 maximum to be used during Fiscal Year 2021. These additional carryover hours will be housed in LTS, have no cash value and will convert to PML, if not used by June 30, 2021.*

*Based on the payroll calendar and correct weekly submission of timesheets, employees **should** be able to see any applicable adjustment to their leave banks beginning on the August 14<sup>th</sup> pay period.*

*More details itemizing these changes have been communicated to HR and Payroll Liaisons and will be placed on the [Human Resources COVID-19 webpage](#).*

**Q:** How will I know my COVID-19 Carryover leave balance?

**A:** *The carryover hours will be loaded and maintained in LTS once all timesheets for FY20 have been submitted and Finance has calculated all PPL cutbacks. The balances will remain available in LTS until used, or until July 2021, whichever is first. At that time, any unused COVID-19 Carryover hours will be converted to employee PML balances. Please note: The COVID-19 Carryover hours will not be listed on employee paycheck stubs.*

**Q:** Can I get paid out for my COVID-19 Carryover hours instead of requesting time from LTS?

**A:** *Due to the COVID-19 pandemic, it was recognized that schedule changes, modified schedules, and operating needs led to employees requesting less time off from work. So that employees may still receive the benefit of the time they earned, the City Manager authorized up to 40 hours of earned leave to be “carried over” into FY21 when employees have surpassed their maximum accrual of PPL. These COVID-19 Carryover hours are not a separate type of PPL and therefore do not have a cash value.*