

## **MEETING ANNOUNCEMENTS**

A Special Meeting of the Dixon Resource Conservation District (RCD) Personnel Committee will be held on **Wednesday, April 1, 2020, at 12:00 p.m.**

**NOTICE:** Consistent with current guidance in response to the COVID-19 pandemic and in accordance with the Governor's Executive Order N-29-20 issued March 18, 2020, to maximize social distancing and public safety, the Dixon RCD will conduct this meeting by Zoom Meeting and teleconference only. Board members, staff, and the public may participate remotely using one of the following options:

Join Zoom Meeting

<https://zoom.us/j/428699658?pwd=WFFndVIJK1g4d0YzUW5GN1FBUWJpUT09>

Meeting ID: 428 699 658 Password: 240509

OR

By teleconference call: Dial-in number (US): (978) 990-5000: Access code: 641268#

### **AGENDA**

1. **Call the Meeting to Order**
2. **Approve the Agenda** – “*Director’s Prep*”
3. **Comments from the Public** – **Limit 5 Minutes per Person**
4. **Old Business** – None
5. **New Business**
  - a. Staffing - Consider District Manager’s recommendations for Fiscal Year 2020 - 2021 staffing levels and adjustments to schedules and position responsibilities.
  - b. Wage Adjustments, cell phone stipend and RCD clothing allowance – Review and discuss recommendations for Fiscal Year 2020 – 2021
  - c. Review and consider new personnel related policies and procedures related to COVID-19
6. **Adjourn Meeting**

**DIXON RESOURCE CONSERVATION DISTRICT**

**TO:** DRCD Personnel Committee **Agenda Item No.** 5a  
**FROM:** Kelly Huff **Meeting Date:** 04/01/20  
**DATE:** March 27, 2020  **Action Item**  
 **No Action Requested**

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**SUBJECT:** Staffing - Consider District Manager's recommendations for Fiscal Year 2020 - 2021 staffing levels and adjustments to schedules and positions

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**PROPOSED ACTION:**

The Personnel Committee can:

- 1) Provide input and concurrence on the outlined plan for 2020-2021 staffing.
- 2) Request additional information.

**RECOMMENDATION:**

I am not recommending hiring of additional staff positions for Dixon RCD for the 2020-2021 Budget Year at this point in time. My recommendation is that workloads that were previously accomplished through four Dixon RCD staff members are re-assigned through a combination of additional responsibilities and hours for the remaining three Dixon RCD staff members, with assistance from Solano RCD staff members and consultants as needed.

**BACKGROUND:**

After discussions and training with John Currey as well as planning meetings with the current Dixon RCD staff, the Solano RCD District Manager and staff members, at this time it is my opinion that we will be able to accomplish the necessary workload through existing Dixon and Solano RCD staff and as needed consultant assistance. With that said, I think we should conduct reviews at three and six months (October 2020 and January 2021) to evaluate this plan and whether additional changes need to be made to Dixon RCD staffing levels.

District Manager Position (100%) with up to 114 hours of consultant assistance from former District Manager.

Membership Coordinator Position (60%) to Program Coordinator (100%)

This approach would include revising the Membership Coordinator position into a Program Coordinator position with pay adjusted incrementally based on additional responsibilities and meeting performance objectives.

## **DIXON RESOURCE CONSERVATION DISTRICT**

Office Manager Position (60%) maintained at 60%, with a willingness to take on new responsibilities and additional hours during critical times, if needed.

400 to 500 hours of Solano RCD staff assistance with ditch projects and technical support.

### **Factors that could require staffing needs to be adjusted**

- Water Quality Coalition workload
- Urgency / Interest from Dixon RCD & JPA Member Agencies for additional projects / review of other projects / development

### **ATTACHMENTS:**

# DIXON RESOURCE CONSERVATION DISTRICT

<b>TO:</b>	<b>DRCD Personnel Committee</b>	<b>Agenda Item No. <u>6b</u></b>
		<b>Meeting Date: <u>04/01/2020</u></b>
<b>FROM:</b>	<b>Kelly Huff, District Manager</b>	<b><u>X</u> Action Item</b>
<b>DATE:</b>	<b>March 27, 2020</b>	<b><u>   </u> No Action Requested</b>

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**SUBJECT:** Wage Adjustments, cell phone stipend and RCD clothing allowance  
Review and discuss recommendations for Fiscal Year 2020 – 2021

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### **PROPOSED ACTION:**

The Committee can:

- 1) Provide input and concurrence on the District Manager recommendations for 2020-2021 wage adjustments and addition of cell phone stipends and clothing allowance.
- 2) Request additional information.

### **BACKGROUND:**

#### **Wages**

At the March 11, 2020 Dixon RCD Board Meeting, a 3.0 % cost of living adjustment for 2020-2021 wages was approved based on information provided by John.

I am recommending that an additional 2% merit raise be implemented for both the Office Manager and Membership Coordinator Positions based on the flexibility and teamwork displayed and the willingness to take on more responsibilities in the upcoming year.

I am also recommending that beginning July 1<sup>st</sup> the “Membership Coordinator” Position title be changed to “Program Coordinator” with a corresponding incremental wage increase of up to an additional 10% (2% in July, up to 4% in October and up to 4% in January 2021).

#### **Cell Phone Stipends & Clothing Allowance**

I would like to offer a monthly stipend for personal cell phone usage up to \$50/month to both the Office Manager and the Program Coordinator as well as an annual stipend for purchasing clothing that can be embroidered with the Dixon RCD logo. SRCD offers \$120 for each new employee and \$60 annually after that. Embroidery is roughly \$10/item of clothing.

## **DIXON RESOURCE CONSERVATION DISTRICT**

### **Wage Adjustments:**

The attached worksheet provides the total cost for existing employees in Fiscal Year 2020/21, if the increases for the two positions are implemented. The net result between the wage increases, the change in District Managers and the consolidation of positions on the 2020/21 budget is a decrease of \$50,310.29 for Dixon RCD staff costs over the prior year budget.

This would be offset by a recommended increase in contracted services (John Currey and SRCD staff time of \$41,750 for a net decrease in costs to provide services of \$8,560.

### **ATTACHMENTS:**

- 1) Summary of Employee Wages and Costs

Dixon Resource Conservation District

Summary Of Employee Wages and Costs						
John Currey, District Manager	Current Salary	Hourly	Proposed	Hourly	Difference	Percent
	7/1/19	Rate	Changes 07/1/20	Rate		
Employee Gross Wages	\$97,260.80	\$46.76	\$0.00	\$0.00	-\$97,260.80	-100.0%
Total Employer Costs	\$8,977.00	\$4.32	\$0.00	\$0.00	-\$8,977.00	-100.0%
Total Benefits	\$10,969.00	\$5.27	\$0.00	\$0.00	-\$10,969.00	-100.0%
<b>Total Salary Cost to District</b>	<b>\$117,206.80</b>		<b>\$0.00</b>		<b>-\$117,206.80</b>	<b>-100.0%</b>
<b>Total Hourly Cost to District</b>		<b>\$56.35</b>		<b>\$0.00</b>	<b>-\$56.35</b>	<b>-100.0%</b>
Summary Of Employee Wages and Costs						
Kelly Huff, PM to District Manager	Current Salary	Hourly	Proposed	Hourly	Difference	Percent
	7/1/19	Rate	Changes 07/1/20	Rate		
Employee Gross Wages	\$52,540.80	\$33.68	\$85,000.00	\$40.87	\$32,459.20	61.8%
Total Employer Costs	\$4,468.00	\$2.86	\$7,868.00	\$3.78	\$3,400.00	76.1%
Total Benefits	\$5,716.22	\$3.66	\$6,690.00	\$3.22	\$973.78	17.0%
<b>Total Salary Cost to District</b>	<b>\$62,725.02</b>		<b>\$99,558.00</b>		<b>\$36,832.98</b>	<b>58.7%</b>
<b>Total Hourly Cost to District</b>		<b>\$40.21</b>		<b>\$47.86</b>	<b>\$7.66</b>	<b>19.0%</b>
Summary Of Employee Wages and Costs						
Brook Rosenberger, Office Manager	Current Salary	Hourly	Proposed	Hourly	Difference	Percent
	7/1/19	Rate	Changes 07/1/20	Rate		
Employee Gross Wages	\$30,962.88	\$24.81	\$32,511.02	\$26.05	\$1,548.14	5.0%
Total Employer Costs	\$2,705.00	\$2.17	\$2,831.00	\$2.27	\$126.00	4.7%
Total Benefits	\$5,068.89	\$4.06	\$5,115.33	\$4.10	\$46.44	0.9%
<b>Total Salary Cost to District</b>	<b>\$38,736.77</b>		<b>\$40,457.35</b>		<b>\$1,720.59</b>	<b>4.4%</b>
<b>Total Hourly Cost to District</b>		<b>\$31.04</b>		<b>\$32.42</b>	<b>\$1.38</b>	<b>4.4%</b>
Summary Of Employee Wages and Costs						
Martha McKeen, Membership Coordinator	Current Salary	Hourly	Proposed	Hourly	Difference	Percent
	7/1/19	Rate	Changes* 07/1/20	Rate		
Employee Gross Wages	\$29,577.60	\$23.70	\$55,489.20	\$26.68	\$25,911.60	87.6%
Total Employer Costs	\$2,592.00	\$2.08	\$4,709.00	\$2.26	\$2,117.00	81.7%
Total Benefits	\$5,027.33	\$4.03	\$5,804.68	\$2.79	\$777.35	15.5%
<b>Total Salary Cost to District</b>	<b>\$37,196.93</b>		<b>\$66,002.88</b>		<b>\$28,805.95</b>	<b>77.4%</b>
<b>Total Hourly Cost to District</b>		<b>\$29.81</b>		<b>\$31.73</b>	<b>\$1.93</b>	<b>6.5%</b>
*budget assumes incremental pay increases through year						
Total Cost to District	Average	Proposed	Average	Difference	Percent	
	Salaries 7/1/19	Hourly Rate	Changes 07/1/20			Hourly Rate
<b>Total Cost to District</b>	<b>\$255,865.52</b>		<b>\$206,018.23</b>	<b>-\$49,847.29</b>	<b>-19.5%</b>	
<b>Total Hourly Cost to District</b>		<b>\$41.70</b>		<b>\$42.15</b>	<b>\$0.45</b>	<b>1.1%</b>

Dixon Resource Conservation District

<b>Employee Wage, Benefit and Schedule Worksheet</b>				
<b>Combined Costs</b>	<b>Current Rates</b>	<b>Salary 07/01/19</b>	<b>Salary 7/1/2020</b>	<b>Difference</b>
<b>Employee Gross Wages</b>		<b>\$210,342.08</b>	<b>\$173,000.22</b>	<b>-\$37,341.86</b>
Hourly Rate (average)		\$34.28	\$31.99	-\$2.29
Full time equivalent salary		<b>\$268,216.00</b>	<b>\$194,674.24</b>	<b>-\$73,541.76</b>
Total Hours Per Year		6136	5408	-728
Employment rate % of 2080 hrs				
Total Hours Per Week		118	104	-14
Percent Change in Hourly Wage				
<b>Taxes &amp; Insurance</b>				
FICA: Soc. Sec.		\$13,042	\$10,726.00	-\$2,316
FICA: Medicare		\$3,050	\$2,509.00	-\$541
Workers Comp		\$1,950	\$1,648.00	-\$302
SUI (for 1st \$7000)		\$700	\$525.00	-\$175
Total Taxes & Insurance		\$18,742	\$15,408.00	-\$3,334
<b>Total Wages, Taxes &amp; Insurance</b>		<b>\$229,084</b>	<b>\$188,408.22</b>	<b>-\$40,676</b>
Percent Change				
<b>Benefits Monthly</b>				
Health Insurance		\$20,471	\$12,420.00	-\$8,051
Dental/Vision		\$0	\$0.00	\$0
Retirement		\$6,310	\$5,190.01	-\$1,120
Total Benefits		\$26,781	\$17,610.01	-\$9,171
Percent Change				
<b>Total Wages, Taxes, and Benefits</b>		<b>\$255,866</b>	<b>\$206,018.23</b>	<b>-\$49,847</b>
Percent Change				
Total Cost Per Hour (average)		\$41.70	\$38.10	-\$3.60
<b>Leave</b>				
Total Hours		6136	5408	-728
Sick Leave 1 hour per		276	244	-32
Annual Leave 1 hour per		441	355	-86
Holidays 10 days	80	236	160	-76
Total Leave		953	630	-323
Non-Leave Hours		5183	4778	-405
<b>Total Value of Leave</b>		<b>\$39,739</b>	<b>\$24,000</b>	<b>-\$15,739</b>
<b>Equivalent Hourly Rate</b>		<b>\$7.67</b>	<b>\$5.02</b>	<b>-\$2.65</b>

**DIXON RESOURCE CONSERVATION DISTRICT**

**TO: DRCD Personnel Committee**      **Agenda Item No. 5c**  
**FROM: Kelly Huff**      **Meeting Date: 04/01/20**  
**DATE: March 27, 2020**      **X Action Item**  
   **No Action Requested**

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**SUBJECT:** Review and consider new personnel related policies and procedures related to COVID-19

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**PROPOSED ACTION:**

The Personnel Committee can:

- 1) Provide input and concurrence on the outlined plan, policies and procedures in response to COVID-19
- 2) Request additional information

**RECOMMENDATION:**

I am recommending that Dixon RCD adopts two new policies in line with policies recently adopted by Solano RCD in response to the COVID -19 pandemic and the resulting Families First Coronavirus Response Act (FFCRA) including:

- Adoption of a Dixon RCD Teleworking Policy
- Adoption of a Dixon RCD Emergency COVID-19 Teleworking Policy

**BACKGROUND:**

To maintain consistency with Solano RCD and in response to new requirements to prevent the spread of COVID-19, it is my recommendation that we adopt the attached policies, which were adopted recently by Solano RCD.

Since Tuesday March 17<sup>th</sup>, Dixon and Solano RCD employees have been primarily teleworking to comply with shelter-in-place orders. We have been coordinating our limited, as needed, office presence with Solano RCD staff.

FFCRA requires public sector employers to provide up to two weeks of additional paid sick leave for COVID-19 related reasons (see summary attached). Notification has been provided to Dixon RCD employees.

**ATTACHMENTS:**

- DRAFT 2015 DRCD - Telecommuting Policy
- DRAFT DRCD COVID-19 Emergency Plan
- US Department of Labor Employee Posting



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# Dixon Resource Conservation District

## POLICY HANDBOOK

### **POLICY TITLE: Telecommuting**

### **POLICY NUMBER: 2015**

#### **2015.1 Telecommuting**

Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. The RCD considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement and it in no way changes the terms and conditions of employment with the District. This policy does not apply to situations where the District occasionally allows an employee to work at home on a temporary, irregular basis.

#### **2015.2 Eligibility**

Only employees whose job duties can be performed away from the office may be considered for participating in a telecommuting program. In general, positions requiring face-to-face interaction with the public and office personnel are not suitable for telecommuting arrangements.

An employee requesting a telecommuting arrangement must:

- Have worked for the District for one year;
- Possess good time-management and organizational skills; and
- Have the ability to work independently.

Employee participation in telecommuting is voluntary and granted only at the discretion of the District Manager. Dixon RCD has the right to refuse to make telecommuting available to any employee and has no obligation to allow one employee to telecommute merely because another employee who performs the same or similar job duties has been approved for telecommuting.

#### **2015.3 Work Schedule**

Telecommuters shall maintain regular contact with supervisors and co-workers by phone and e-mail while they are telecommuting. Unless granted express permission by the District Manager, employees shall adhere to a regular workday schedule as if they were present in the office.

Telecommuting employees are not exempt from the overtime requirements of the Fair Labor Standards Act and will still be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the District Manager.

#### **2015.4 District Policies**

Employees who telecommute are bound by all District policies as if they were working onsite or on District property. This includes policies governing appropriate conduct in the workplace and towards one's fellow employees, regardless of working location. Any employee who violates any of the District's policies while telecommuting shall be subject to revocation of his or her

telecommuting arrangement. This will be in addition to any disciplinary measures that would be taken if the employee was working onsite.

### **2015.5 Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The District will provide each telecommuter with a safety and security checklist that must be completed before the telecommuting arrangement begins. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the District's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

### **2015.6 Security**

Consistent with the District's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of sensitive information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Confidential materials such as personnel files may not be taken out of the office, copied, or compromised in any way.

### **2015.7 Equipment/Supplies**

The District does not provide telecommuting employees with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. On a case-by-case basis, the District may determine the appropriate equipment needs (including hardware, software, laptops) for each telecommuting arrangement. Equipment supplied by the RCD will be maintained by the District.

With the advance approval of the District Manager, a telecommuting employee may be permitted to take District office supplies to his or her remote worksite to facilitate productivity. Such supplies may include printer paper, pens and pencils, or other miscellaneous office-related items.

### **2015.8 Procedure**

All telecommuting arrangements are subject to ongoing review and may be revoked at any time for any reason or for no reason. Nothing in this policy shall grant a telecommuting employee any rights he or she would not have if working onsite, nor shall it limit his or her rights under all applicable District policies and state and federal laws.

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# Dixon Resource Conservation District

## Telecommuting Safety and Security Checklist

### GENERAL SAFETY

- Workplace is away from noise, distractions, and is devoted to your work needs.
- Workplace accommodates workstation, equipment and related material.
- Floors are clear and free from hazards.
- File drawers are not top-heavy and do not open into walkways.
- Phone lines and electrical cords are secured under a desk or along wall, and well away from heat sources.
- Temperature, ventilation and lighting are adequate.
- All stairs with four or more steps are equipped with handrails.
- Carpets are well secured to the floor and free of frayed or worn seams.

### FIRE SAFETY

- There is a working smoke detector in the workspace.
- A home multi-use fire extinguisher, which you know how to use, is readily available.
- Walkways, aisles and doorways are unobstructed.
- Workspace is free of trash, clutter and flammable liquids.
- All radiators and portable heaters are located away from flammable items.
- You have an evacuation plan in the event of a fire.

### ELECTRICAL SAFETY

- Sufficient electrical outlets are accessible.
- Computer equipment is connected to a surge protector.
- All electrical plugs, cords, outlets and panels are in good condition. No exposed/damaged wiring.
- Extension cords and power strips are not daisy chained and no permanent extension cord is in use.
- Equipment is turned off when not in use.

### COMPUTER WORKSTATION

- Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy.
- Chair is adjustable.
- Your back is adequately supported by a backrest.
- Your feet are on the floor or adequately supported by a footrest.
- You have enough leg room at your desk.
- There is sufficient light for reading.
- The computer screen is free from noticeable glare.
- The top of the screen is at eye level.

There is space to rest the arms while not keying.

OFFICE SAFETY / SECURITY MEASURES

- Files and data are secure.
- Sensitive Information can be kept in a locked file cabinet or desk drawer.
- Materials and equipment are in a secure place that can be protected from damage and misuse.
- Passwords are regularly maintained and updated to meet security needs.
- If applicable, you use up-to-date antivirus software, keep virus definitions up-to-date, and run regular scans.

The below employee certifies that they have reviewed the Dixon RCD Telecommuting Safety and Security Checklist and their home or offsite work location meets the safety and security requirements for telecommuting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **EMERGENCY COVID-19 TELEWORKING PLAN**

Dixon Resource Conservation District

April 1, 2020

In order to reduce the risk of contracting and spreading COVID-19, commonly known as the coronavirus, the Dixon Resource Conservation District is enacting the following emergency guidelines effective immediately until further notice. These emergency guidelines may be amended at any time to accommodate new public health guidance from local, state, or federal authorities. Any amendments will be communicated to all employees by the District Manager. All other District policies are also in effect unless otherwise communicated by the District Manager.

**Teleworking.** In order to reduce the frequency and duration of interpersonal contact that is inherent in the workplace, all employees, including field staff, will work remotely.

- **Telework Plan.** All employees will email the District Manager acknowledging that they have read and understood this emergency plan.
- **Policies.** All District policies apply to employees who are teleworking.
- **Office Visits.** All employees, with few exceptions, are expected to work from home until further notice. If you plan to visit the office to pick up critical documents or are planning an essential field day, you must notify the District Manager, the Solano RCD Executive Director and Solano RCD Office Manager before doing so.
  - **Exceptions.** The District Manager is exempt in order to carry out specific duties deemed essential to basic office function including accepting mail, etc. The District will work from home as much as feasible.

**Compensation and Benefits.** An employee's compensation and benefits will not change as a result of teleworking.

**Hours of Work.** Employees agree to be available by phone, text, and web conferencing during work hours. All policies regarding recording of work time, requirement for pre-authorization to work overtime hours, or other timekeeping requirements remain in effect.

**Use of Leave.** All teleworkers are subject to the required processes for requesting and designating sick leave, vacation leave, or other leaves.

**Safety.** The employee has the responsibility to maintain his/her home workspace in safe condition, free from hazards or other dangers. The employee agrees that a representative from the District has the right to visit the home workspace for the purpose of determining that it remains safe and free from hazards. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

**Workers' Compensation Coverage.** The District's workers' compensation program will cover compensable job-related injuries or illnesses that occur during employees' established work hours in their designated alternate work locations and workspaces, as specified in the agreement, and when they are the result of an injury that occurs while performing work duties. Employees must comply with all requirements established for reporting work-related injuries and complying with the terms and conditions of any work restrictions or other requirements of the workers' compensation program.

**Equipment & Materials.** The District does not assume any liability for loss, damage or wear of

employee-owned equipment nor its technical support. At the District Manager discretion, teleworking equipment, supplies or software may be provided to teleworkers. Such equipment and/or software will remain the property of the District and is insured under the District property policy. Damage to equipment and/or software due to negligence is the employee's responsibility.

**Securing Information.** Employees who work at home will take all precautions necessary to secure proprietary information in their home and prevent unauthorized access to any District system from their home. Employees must safeguard District information used or accessed while teleworking. Employees will ensure they are using Wi-Fi that requires a passcode to access it and that security software is installed and up to date on their computer.

**Business Records and Document Retention and Disposal.** Employees must comply with all applicable protocols for maintenance, security, retention, disposal of all records maintained in the ordinary course of District office business (e.g., CA Public Records Act, etc.)

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)

