

FACTS | Workplace Rules

ASDCE The Association of San Diego County Employees
Crafts Bargaining Unit (CR) & the Construction, Maintenance, Operations
& Repair (CM) Bargaining Unit

DATE:

**Monday
April 1st
2020**

About Work, Telework or Staying Home Sick *(on Leave Balances)*

It's Simple as 1-2-3!

1. Work:

During the COVID-19 Pandemic Emergency the County continues to operate in **Full Emergency Status** and employees continue to go to work on regular hours.

- **Disaster Service Workers** - All County employees
- **Essential Employees** - All CR & CM Unit Job Classifications *(Not for all County Employees)*
- Wash your hands often & thoroughly, frequently clean surfaces, don't touch your face.
- Practice "Social Distancing" Stay at least 6 feet apart from other people at work
- Wear PPE's as indicated for your job classification. Ask your supervisor per the MOA.
- Do Not Enter Restricted Quarantined Areas at Work!
- If you are sick, stay home and keep your distance from others to protect them from getting sick. In some County facilities, employees may have screening if you have a temperature of 100 degree F or more, you will be asked to go home sick.

2. Telework: Work-at-Home Options *(Granted at the Department's Discretion)*

During the COVID-19 Pandemic Emergency some employees, at the Department's discretion may be able to Telework from home. The Department must approve which employees can telework from home or not. Your job classification may or may not allow teleworking options. When teleworking is not an option, employees are able to use leave balances to stay home. The County will **advance** *(Credits you pay back)* **employees up to 120 hours of sick leave.** Employees can use **80 hours of paid leave granted by the Families First Coronavirus Response Act.** Ask your supervisor about this first, then if you still need help, call HR to sign up on the proper forms.

3. Stay Home if Sick: Use Your Leave Balances:

During the COVID-19 Pandemic Emergency employees may take off work and use paid leave benefits per the MOA as usual. **If you are sick, call in sick, and stay home.** There is now, emergency paid leave options. **120 Hrs Pandemic Advanced Credit Leave** *(Use with caution, this is a credit that you have to pay back)* **80 hrs paid leave Families First Coronavirus Response Act**. Ask your supervisor or call your HR officer to sign up. Call or email ASDCE if you have questions or concerns. You can stay home if sick *(no doctors note)*, to care of sick family members, and for school closures or lack of daycare. For more information go to ASDCE.ORG /News & Info page.