

How Will Employees Be Paid?

This document will be updated as new information becomes available. Check back for future updates.

As of March 19, 2020 at 5:01 pm all County Employees are considered Disaster Service Workers. This affects timecard coding.

All permanent employees are Disaster Service Workers (DSW) and may be required to work during a disaster which includes working at emergency response facilities. As a DSW, employees may be assigned to locations and duties outside of their normal job responsibilities. This requirement is governed by both State and County law. **If employees are at work or available to work, they will be paid salary and benefits as if they are working their regular schedule.** Click here for [DSW Frequently Asked Questions](#).

Information to assist employees to code their time is below:

- I was performing normal job duties either at work or telecommuting
 - Prior to March 19, 2020 at 5:00pm – Code regular time (10 for at work, 15 for telecommuting)
 - After March 19, 2020 at 5:01pm – Code regular time with COV19 as the functional area (10 for at work, 15 for telecommuting)
- I am unable to report to work or telecommute for any reason (school closures, self-isolating, sick, caring for family member, etc.) [Click here for leave and pay options](#).
 - Prior to March 19, 2020 at 5:00pm – Code any leave balances with COV19 as the functional area
 - After March 19, 2020 at 5:01pm – Code any leave balances with COV19 as the functional area
- I am available to work any time after March 19, 2020 at 5:01 pm, but my normal job was not identified as an essential service and I have not yet been called as a Disaster Service Worker.
 - Code regular working time and code COV19 as the functional area
 - Department's designee will facilitate timecard coding
- My job has been identified as an essential service and I am reporting to work or telecommuting any time after March 19, 2020 at 5:01 pm
 - Code regular working time and code COV19 as the functional area (10 for at work, 15 for telecommuting)

Leave Options Available

- **New program:** The County will deposit 80 hours of sick leave into all permanent full-time employees' bank (pro-rated for part-time regular employees). This leave should be used first.
- Remaining sick leave balance. This should be used second.
- Any other leave balances (Vacation, Personal, CTO, Annual Leave if eligible, etc.). This should be used after sick leave balances are exhausted.
- **New program:** The County will [advance up to 80 hours of sick leave](#) to regular employees who have no other leave balances. This should be used after all other paid leave is exhausted.
- Temporary COVID-19 Catastrophic Leave Program – This will be available to any regular employees who have exhausted the above leave options. Further details coming by March 23.
- State Disability Insurance (SDI), Voya Disability, Paid Family Leave, Unemployment Insurance, etc. can be coordinated with any of the above paid leave options based on employee eligibility.

Leave Scenarios for Employees Unable to Work or be Available as DSW

1. If my child's school is closed:

- Sick Leave Balance (Existing + 80 Hour COVID-19 Deposit)
- Any other accrued leave balances
- [Sick Leave Advance \(up to 80 hours\)](#)
- Other Leave Benefits That Can Be Coordinated With The Above:
 - [Paid Family Leave \(PFL\)*](#)
 - [Voluntary Time Off \(VTO\)**](#)
- [Unemployment Insurance](#)

2. If I am caring for a sick family member?

- Sick Leave Balance (Existing + 80 Hour COVID-19 Deposit)
- Any other accrued leave balances
- [Sick Leave Advance \(up to 80 hours\)](#)
- Other Leave Benefits That Can Be Coordinated With The Above:
 - Paid Family Leave (PFL) *
 - Voluntary Time Off (VTO)**
- [Unemployment Insurance](#)

3. If I am sick/disabled/under mandatory quarantine?

- Sick Leave Balance (Existing + 80 Hour COVID-19 Deposit)
- Any other accrued leave balances

- [Sick Leave Advance \(up to 80 hours\)](#)
- [Catastrophic Leave](#)
- Other Leave Benefits That Can Be Coordinated With The Above:
 - [State Disability Insurance \(SDI\)*](#)
 - VOYA STD/LTD (*only if employee elected this voluntary benefit and contributes towards it*)
 - PORAC (*only for employees in BU 3, 14, 21, 22, 27 & 28*)
 - Voluntary Time Off (VTO)**
- [Unemployment Insurance](#)

4. If I am self-isolating or I am 65 or older and staying home, but not sick?

- Telecommute/work from home if possible (check in with supervisor)
- Sick Leave Balance (Existing + 80 Hour COVID-19 Deposit)
- Any other accrued leave balances
- [Sick Leave Advance \(up to 80 hours\)](#)

5. If I have a preplanned vacation or pre-scheduled leave?

- Check in with your department regarding approval status for vacation time.
- Use the same leave balances you designated for your vacation/pre-planned leave.

6. If I am exposed to or contract COVID-19 at work?

- If it is determined that you contracted COVID19 at work, you will be reimbursed through Worker's Compensation for related absences.
- If it is determined that you were exposed to COVID19 at work but you have not been diagnosed with COVID19, you will code your available paid leave balances.
 - If you have exhausted all leave balances, see options above.
- If you are required to quarantine by the Public Health Officer (but have not contracted COVID19) OR if you self-isolate, you will code your available paid leave balances.
 - If you have exhausted all leave balances, see options above.

**Employees in BU 1, 2, 4, 5, 11, 13, 31, and 32 are currently covered under CA SDI and PFL. BU 12 will be transitioning to CA SDI effective 7/1/20. BU 12 is encouraged to apply, but benefits are not guaranteed.*

***VTO is a non-paid benefit, but you still accrue sick, vacation, time in service credits.*

Definitions

Paid Family Leave (PFL) Paid Family Leave (PFL) provides benefits to individuals who need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Click [here for more information](#). [This is based on employee eligibility noted above with \(*\)](#).

State Disability Insurance (SDI) Find more information about eligibility and how to file a claim [here](#). [This is based on employee eligibility noted above with \(*\)](#).

All leave balances: (Sick leave, vacation, comp time off, annual leave for ee's that are enrolled in the annual leave program, personal leave, administrative leave), Employees may choose which accrued balances to utilize for COVID-19-related leave. If an employee has exhausted **all leave balances** or is new to the County, the County will advance up to a maximum of 80 hours of sick leave upon the employee's request. Probationary employees may use all accruals immediately without having to complete their probationary period.

Voluntary Time Off (VTO): For more information, click [here](#). Employees do not get paid for time they code as VTO but they do continue to accrue sick leave, vacation and time-in- service credits (i.e., for purposes of calculating pension benefits as well as seniority status and performance evaluation dates) as if those were regular paid hours. VTO hours are also counted as paid hours for purposes of calculating holiday pay as well as both the employee's and County's biweekly retirement contributions. VTO hours are not counted as paid hours when determining eligibility for the cafeteria contribution or cafeteria cash out. The maximum number of hours that employees can code as VTO is 160. Employees who wish to utilize this, must submit an e-form to their supervisor for approval.

Unemployment Insurance: Employees impacted by school closures and unable to telecommute, and have no other care options are able to [file an Unemployment Insurance \(UI\) claim](#). [Employees whose hours are reduced as a result of COVID-19 may also apply for unemployment](#).

Catastrophic Leave: We are creating a temporary COVID19 Catastrophic leave program for the duration of the official emergency declaration to allow employees to donate sick and/or vacation to other employees impacted as a result of COVID-19 responses (i.e. school closures, caring for sick family members). More program details will be communicated as soon as possible. For more information about Catastrophic Leave, click [here](#).