

Claar Tee, Sonya

From: Mendoza, Connie
Sent: Tuesday, March 24, 2020 12:38 PM
To: All Senior Staff; Woodard, Susan
Subject: Staffing options during Stay at Home Order

Importance: High

Staffing Options for Senior Staff Considerations:

City Facilities have been closed to the public to further reduce staff exposure to the COVID-19 virus. Based on the direction received so far, it is expected that City Services are still offered to the community and managers should be staffing accordingly. When determining staffing levels, you need to make sure you are able to provide for adequate social distancing. Staff reporting to work are authorized to wear casual attire while facilities are closed to the public.

Options:

Minimum staff operations – (Determine minimum staffing levels required)

- Allow employees with compromised health issues or are over the age of 60 to utilize their accrued leave and stay home (unless they are approved to work from home)
- Allow other employees that have child care issues to utilize their accrued leave and stay home
- Allow employees who don't feel safe coming to work to utilize their accrued leave and stay home
- Employees are allowed to request leave without pay rather than utilize accrued leave if they choose to do so however, they must either work or use accrued leave to stay in a paid status for at least ½ the month to maintain benefits, etc.

Telecommuting

- Allow employees that can do most of their work from home, and have the appropriate tools assigned to them, to work from home through April 6th
- All telecommuters need to review the telecommuting policy, have the agreement approved and routed to Human Resources before they are allowed to telecommute
- All agreements will be re-evaluated prior to April 6th
- Telecommuters must be ready and able to work and are subject to being called back at any time
- If unavailable when needed, the employee's leave banks will have that day deducted from their accruals
- Managers must maintain staffing of 50% in each department

Platoon/Rotating Shifts

- Managers can split their staff up and have minimum staff report to work on alternate days to further reduce the risk of exposure, allow for additional social distancing and ensure the continuity of service can still continue in the event some employees fall ill.
- Managers need to determine appropriate staffing levels and divide workgroup appropriately to maintain minimum staffing of 50% in each department
- Telecommuting agreements must be in place for all participating, prior to allowing employees to work from home
- Employees not in the office are required to do as much work from home as possible (i.e. check/respond to emails, check voice mail, etc.)
- All employees must be ready and able to work and are subject to being called back at any time
- If unavailable when needed, the employees leave banks will have that day deducted from their accruals

The City Manager has requested that if you are adjusting work schedules (platooning), having staff work remotely, etc., please send an email outlining the adjusted work schedules to Cally and myself so we know who is working from what location and on what days. This schedule should be for the next two weeks and should be reviewed or extended on or before April 6th.

If you need assistance with any of the options described above, please contact Human Resources.

Thanks,
Connie



Connie Mendoza
Director of Human Resources
129 N. 2nd Street
Yakima, WA 98901

(509)249-6868