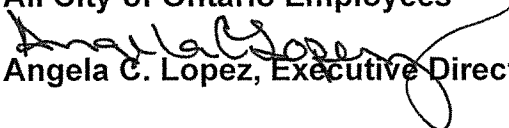




CITY OF ONTARIO

MEMORANDUM

TO: All City of Ontario Employees

FROM:  Angela C. Lopez, Executive Director Human Resources

DATE: March 12, 2020

SUBJECT: Temporary Sick Leave Policy in Response to the Coronavirus (COVID-19)

All employees that are sick with a potential communicable illness, including but not limited to the Coronavirus (COVID-19), are encouraged to stay home to limit exposure to employees and the public. Employees with a fever are advised to exercise extreme caution and not return to work for a period of 24 hours following a fever of 100.4 or greater. Absences from work must be reported consistent with the department's current procedures for reporting absences from work. If you believe that you qualify for FMLA/CFRA, follow normal procedures related to contacting CIGNA.

Following the activation of the City's official COVID-19 response plan the following policy will be in effect until it is no longer required.

Employees will not be penalized for using paid time off in order to encourage those with symptoms associated with COVID-19 to stay home so that they do not infect other employees or the public. Employees will not be required to provide a physician's certification of illness, except as required below. This policy is temporary and non-precedent setting. The City will announce when this policy has been formally rescinded. Frequently asked questions related to this policy will be published as necessary.

Employee is ill or voluntarily self-quarantined: An employee that opts to not report to work at their own discretion due to potential COVID-19 illness or exposure, shall be required to use their paid time off benefits (sick, annual leave, compensation time, vacation, etc.) consistent with their MOU or Compensation and Benefits Profile. If the employee is later confirmed to be ill with COVID-19, the employee will be placed on a paid administrative leave retroactive to the date on which the employee's leave commenced. Such paid administrative leave will continue in accordance with any recertification and may be coordinated with other paid time by the City depending on the length of the absence. Any leave used by the employee during the period of absence will be credited (returned) to the employee. A physician's written certification of illness is required in order to place the employee on paid administrative leave.

Temporary Sick Leave Policy in Response to Coronavirus (COVID-19)

Quarantined by a Public Health Authorities: When an employee is quarantined due to potential COVID-19 exposure, the employee shall be required to use their paid time off benefits (sick, annual leave, compensation time, vacation, etc.) consistent with their MOU or Compensation and Benefits Profile. Alternatively, the employee may be permitted to telecommute consistent with the City's temporary telecommuting policy. If the employee is later confirmed to be ill with COVID-19, the employee will be placed on a paid administrative leave retroactive to the date on which the employee's leave commenced. Such paid administrative leave will continue in accordance with any recertification and may be coordinated with other paid time by the City. Any leave used by the employee during the period of absence will be credited (returned) to the employee. A physician's written certification of illness is required in order to place the employee on paid administrative leave.

Employee is required by the City of Ontario to stay home: If an employee is not subject to official quarantine by public health authorities; however, the employee's Department or Agency Head has confirmed that an employee has symptoms associated with COVID-19 (fever, coughing and shortness of breath), the City may require the employee not to report to work or require the employee to telecommute. The Human Resources Department shall be consulted prior to requesting an employee to not report to work or required to telecommute. An employee unable to telecommute will be placed on paid administrative leave. If the employee is later confirmed not to be ill with COVID-19, the employee's paid administrative leave will end. A physician's written certification of illness will be required to continue paid administrative leave following 14 days.

Employee is absent to care for a sick family member or for childcare: Employees absent from work to care for an immediate family member or for childcare reasons shall follow existing leave and/or time off policies and shall be required to use their paid time off benefits (sick, annual leave, compensation time, vacation, etc.) consistent with their MOU or Compensation and Benefits Profile. To the extent that is operationally feasible, the Department Head may authorize the employee to temporarily adjust their work schedule to accommodate the employee's need. It is recommended that the Department Head consult with Human Resources to ensure that the employee's schedule conforms to legal standards. Employee's unable to work their regular scheduled number of hours must use their leave time consistent with their MOU or Compensation and Benefits Profile.

Workers' Compensation: If an employee becomes ill with COVID-19 and it is determined to be arising out of employment/course of employment in accordance with the Workers' Compensation Act, then the workers' compensation process applies. If the illness is deemed to be due to an off-the-job exposure, then the workers' compensation shall not apply. Employees potentially exposed to COVID-19 at work should report their exposure to their immediate supervisor. In the event of a work-related exposure, steps may be taken to assist with quarantining the employee to avoid exposure to family members if COVID-19 exposure is suspected or confirmed.

Part-Time employee on paid administrative leave: Part-time employees placed on a paid administrative leave related to COVID-19 illness or exposure will receive administrative leave pay based on either their regularly scheduled hours or their average weekly hours, whichever is greater.

Recording leave usage related to COVID-19: All time missed from work due to an employee's COVID-19 exposure or illness must be associated with the 'EM202' program code in KRONOS. Employees, or their immediate supervisor in the event of the employee's absence, will enter the appropriate pay code and the associated number of hours for that pay code on that day. In the 'transfer' column related to the pay code and hours entered, search for and enter the 'EM202' program code.

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Unpaid volunteers sick from or exposed to COVID-19: In the interest of protecting the public from exposure, the City reserves the right to temporarily suspend an individual's ability to volunteer for the City if the individual is either sick from COVID-19 or has had a confirmed exposure to COVID-19. If a volunteer is not subject to official quarantine by public health authorities; however, the Department or Agency Head for the department in which the individual volunteers has confirmed that the volunteer has symptoms associated with COVID-19 (fever, coughing and shortness of breath), the City will not permit the individual to volunteer until such time that the individual is asymptomatic of the COVID-19 virus.

Investigation of Sick Leave: The City continues to reserve the right to make any investigation of a reported illness it deems necessary, even to the requiring of a doctor's certificate. This includes, but is not limited to, misuse of this policy or fraudulent reporting. All determinations of sick leave shall be made by the Department Head concerned, following direct consultation with the Executive Director Human Resources or their designee.