



Pursuant to emergency powers as set forth in Connecticut General Statute Section 28-8a and Section C3-10-10 of the Charter of the City of Stamford, I hereby issue the following Executive Order.

MAYOR'S EXECUTIVE ORDER
FOR CITY EMPLOYEE LEAVE TIME AND STAFFING
COVID-19 PANDEMIC

The protection of the health and well-being of the City's workforce during this rapidly evolving outbreak of the novel coronavirus (COVID-19) is a primary concern. Our city government is responsible for providing services to 130,000 Stamford residents plus thousands of individuals who work in our community. Therefore, it is important that, as city employees, we ensure the continuous delivery of essential services¹ during this outbreak.

Our federal, state and local public health authorities have advised us that it is beyond dispute that social distancing is the primary means to blunt the spread of COVID-19. Therefore, effective Tuesday March 17, 2020, the City's Continuity of Operations Plans (COOP) will go into effect. As part of the city-wide COOP, department managers will be given the flexibility to address staffing requirements to ensure essential operational needs are met. It is recognized that employees may need latitude in the application of leave time procedures to prevent further spread of the virus and to ensure the health and safety of the employees and their immediate family members.

Therefore, I have authorized the City Directors to modify existing work rules in their departments to mitigate the potential for harm to the public welfare and to our employees. Directors are authorized to take actions necessary in this regard. Prior to modifying work rules, especially in regard to working remotely and flexible and staggered work schedules, Directors must notify the Director of Human Resources for approval and so that affected employee representatives can be advised of the modifications before implementation.

I have requested our Director of Human Resources to advise our employee representatives of the following general principles which will govern:

- the recording of employee leave time and
- permit or require employees to work remotely and/or
- permit or require flexible or staggered work schedules.

¹ Essential Services - are critical activities that must be performed by a department throughout, or resumed rapidly after a disruption of normal activities.

APPLICABLE LEAVE TIME PROCEDURES

As a general policy, an employee who has a positive COVID-19 test shall not report to work and shall not have such absence charged to accrued leave credits.

An employee who:

(i) is directed by a medical professional or government agency to self-isolate or quarantine due to exposure to a diagnosis of COVID-19; or

(ii) is undergoing a period of self-quarantine or isolation pursuant to public health authority recommendations upon returning from a country designated by the CDC as a Level 3 country; or

(iii) is required to provide direct care to an immediate family member diagnosed with COVID-19; will not be required, for up to a maximum of 10 work days, to utilize leave credits during the period of quarantine or isolation or until receipt of a negative test result for COVID-19. Thereafter, absences shall be charged to leave as provided under the terms of the applicable collective bargaining agreement.

An employee who is sent home by a supervisor, pursuant to the Mayor's March 9, 2020, Coronavirus memorandum to all employees, due to exhibiting signs of respiratory infections such as cough/congestions or shortness of breath shall immediately contact their health care provider to determine their fitness to return to work duty. The employee will not be required to utilize leave credits for temporary absence if the determination is that the employee is fit to return to work.

An employee who is medically able to perform the duties of their position and is authorized paid leave without charge to leave credits may be required to work remotely in a manner consistent with the employee's leave requirements and job duties.

In all instances, the employee shall be required to provide medical documentation, as further provided below, to have the absence authorized without charge to leave credits.

STAFFING

All department managers must actively review their COOPs, including which employees should be designated to work remotely and/or on flexible or staggered work schedules. In the event of partial or full closure of department services, employees will be notified whether they are required to report to work, or continue to work remotely or continue to work on a flexible or staggered work schedule. Department managers are required to complete the alternative work schedule work plan which is part of the COVID-19 Telecommuting, Flexible and Staggered Work Schedule Program attached to this Executive Order.

In the event of staffing shortages that disrupt the delivery of city department services due to COVID-19 related absences, it may become necessary to assign or reassign work duties to ensure the continuity of operations. The temporary assignment of out-of-class work is permissible under the terms of collective bargaining agreements which require that an employee working out-of-class receive applicable out-of-class pay if appropriate. Notify the Department of Human Resources of staffing shortages and the reassignment of duties in advance so the appropriate employee representatives can be notified.

REQUIRED MEDICAL DOCUMENTATION

For cases where an employee is undergoing a period of isolation or quarantine related to COVID-19 under the circumstances described above, documentation from a local, state or federal government health care agency, a medical professional or hospital directing or recommending that an employee self-quarantine will satisfy the requirement to provide medical documentation.

For cases where an employee is caring for an immediate family member sickened by or diagnosed with COVID-19, the employee shall submit documentation verifying the family member's COVID-19 related illness pursuant to the City's FMLA policy.

All documentation shall be submitted to the Human Resources Department under the confidentiality requirements of Health Insurance Portability and Accountability Act (HIPAA).

If an employee is absent from work without sufficient documentation confirming diagnosis or quarantine or isolation due to exposure or potential exposure to COVID-19, existing leave provisions shall apply.

Medical documentation shall be submitted no later than three days following the the employee's initial absence. If no such documentation is received, the employee will be required to use accrued leave credits for the period of absence.

This Executive Order updates the Mayor's March 12, 2020, memorandum to employees on "Timekeeping Procedures for Absences to the Novel Coronavirus designated as COVID-19."



Mayor David R. Martin

CITY OF STAMFORD
COVID-19 ALTERNATIVE WORK SCHEDULE PLAN PROGRAM

POLICY, GUIDELINES AND APPROVAL FOR PARTICIPATION

This is a temporary program to address the COVID-19 pandemic to protect and provide for the health and safety of city employees and members of the Stamford community while maintaining a reasonable level of services to the public and city residents.

An alternative work schedule plan may include telecommuting, flexible and/or a staggered work schedule or a combination of the three. In developing an alternative work schedule plan the following guidelines shall be followed:

1. A temporary alternative work schedule plan may be authorized by the department manager based on the operating requirements of the department and the employee's job duties.
2. The duties, obligations, responsibilities and conditions of employment with the City remain unchanged except as set forth in the alternative work schedule plan. The employee's salary, retirement, benefits and City-sponsored insurance coverage shall remain unchanged.
3. Work hours, overtime compensation and vacation schedule will conform to existing City policies, and to the provisions and terms of the employee's collective bargaining agreement, or as otherwise agreed upon between the City and the Union.
4. Flexible and/or staggered work schedules shall not be designed to include overtime. Overtime may be authorized based on operational necessity and approved in advance by the department head. Request to work overtime, use sick leave, vacation or other leave must be approved by the employee's supervisor in the same manner as when working in the on-site office.
5. For the purpose of defining the employee's job period during which the employer has liability for job and related accidents or illnesses, and during which worker's compensation laws apply, it is understood that the employee's work hours will conform to the alternative work schedule plan agreed upon by the employee his/her manager and approved by the Director of Human Resources.
6. If telecommuting is included in the alternative work schedule plan, a designated work space shall be maintained by the telecommuter at the alternate work location. This work space shall be maintained in a safe condition, free from hazards and other dangers to employee and equipment. Workers compensation coverage will continue, as provided by law.
7. The use of software, data or supplies, when provided by the City for use at the remote work location, is limited to authorized persons and for purposes relating to City business. The use of City materials in the remote work location is subject to the same regulations as their use in the on-site office.
8. Employees are responsible for providing office and computer equipment at the home work site. The employee is responsible for maintenance and repair of his/her equipment. The City may, on a case by case basis, provide office or computer equipment. In such instances, the conditions for use and maintenance of said equipment shall be worked out in advance and with the Union as appropriate.
9. Supplies required to complete assigned work at the alternate location should be obtained during one of the telecommuter's in-office visits. Out-of-pocket expenses for supplies normally available at the employee's regular office will not be reimbursed.

10. Employees who telecommute as part of their alternative work schedule plan are required to utilize City attendance recording procedures to report hours worked at home.
11. Employees remain obligated to comply with all City rules, policies, practices and instructions.
12. Individual tax implications related to the home work space shall be the responsibility of the telecommuter. Employees are advised to consult a tax expert.
13. By signing below, the employee acknowledges receipt of this alternative work schedule plan and agrees to comply with all provisions contained herein. Failure on the part of the employee to comply with all provisions set forth above may result in disciplinary action.

ALTERNATIVE WORK SCHEDULE PLAN

To Be Completed By Director

Alternative work schedule plan is approved as follows: (Director to details of the alternative work schedule, days of week, duration, etc.) The following elements are included in the alternative work schedule plan (check all that apply):

Telecommuting _____

Flexible Schedule _____

Staggered Work Schedule _____

Duration of Alternative Work Schedule: From _____ to _____

Director's Signature: _____ Date: _____

To Be Completed By Employee

I have read and understand the terms of the alternative work schedule plan and they have been reviewed with me by my department manager.

Employee (print name): _____

Employee Signature: _____ Date: _____

Human Resources Approval

Director of Human Resources