

MEMORANDUM

City of Springfield

To: City of Springfield Employees
From: Human Resources
Date: March 13, 2020
Subject: Mitigation Measures on Coronavirus Response

On March 11, 2020 Governor Kate Brown issued guidance, with the goal of slowing transmission of the coronavirus in Oregon. This regulation is intended to outline the City's efforts to the Governor's list of recommendations and to support City employees' needs in light of the recent closures to the public school system.

Additionally the City is encouraging employees who are feeling sick or believe that they may have been exposed to someone who is sick to stay home and call either the Wellness Center at (541) 242-2816 or your primary provider for medical advice.

These mitigation measures go into effect immediately and will remain in effect until April 8, 2020. Extension of this timeline including any mitigation efforts will be reviewed or modified at the discretion of the City.

Temporary City options to support employees in this difficult time include:

1. **Alternative Work Schedule.** To support families impacted by school and day care closures and employees impacted by quarantine requirements, the City is making alternate work schedules available. These options are limited to individuals who have job functions that would support an alternative work schedule while also ensuring that the departments can still delivery their essential services.

Upon an employee request to their supervisor, employees may be approved for the following options without impact to their health benefits:

- 1.1. Reduced Work Schedule. Employees may request to have their regularly scheduled work hours temporarily reduced. Impact to accruals is based on City administrative regulations or union contract.
- 1.2. Flexible/Staggered Work Hours. Employees may request to temporarily work non-traditional hours including split shifts and weekend work (i.e. a schedule that is different from the traditional 8 a.m. to 5 p.m., Monday-Friday).

- 1.3. Homebased/Remote Project Work. Employees may request to work from home on a limited and/or part time basis. This request must include clear work objectives, clearly-defined tasks, and measurable deliverables.
2. **Request for Leave.** The City will support reasonable employee requests for time off while maintaining essential services. All City policies apply, with the following exceptions
 - 2.1. Leave Utilization for Suspected Exposure and Quarantine. Employees who are medically advised/required to self-quarantine due to suspected exposure may use all leave banks.
 - 2.2. Allowing for negative leave accrual. To prevent employees from suffering economic hardship as a direct result of the COVID-19 outbreak, the City will allow employees to borrow against future leave accruals. Pay back of the negative accounts will be considered at a later date, in partnership with Payroll.
3. **Need for Medical Documentation.**
 - 3.1. Medical Documentation For Sick Leave Utilization. The City will not require medical documentation for sick leave used in excess of three consecutive work days.
 - 3.2. Medical Documentation for Protected Leaves. All medical documentation required to approve protected leaves are still in effect as required by state and Federal law. Access to the required paperwork is now available on the City's external webpage for employees and their family members.
 - 3.3. Supplemental Leave Benefits. Employees access to Leave Donation and Sick Leave Reserve Program are regulated by IRS Tax Law and eligibility requirements have not changed (see Administrative Regulations for eligibility),
 - 3.4. Short/Long Term disability Benefits and Catastrophic Leave Banks/PTO. These benefits and program remain in in affect as previously outlined. Specific questions should be directed to Human Resources.
4. Resources:
 - 4.1. Website for administrative resources for [Protected Leave](#).