March 31, 2020 2020-EO-011

**ORDER**

**Extended Emergency Administrative Leave for Full-Time Employees**

On March 29, 2020, President Donald J. Trump extended social distancing guidelines through April 30, 2020 Therefore, until May 1, 2020, all full-time employees are to remain at home unless you fall into the “essential employee” exception described below.

All part-time employees are permitted to utilize the emergency administrative leave in the order issued March 23, 2020, through April 10, 2020, however, beginning April 11, 2020, part-time employees will not be eligible to receive paid emergency administrative leave. If applicable, part-time employees will only be paid for work performed at home consistent with this Order.

**Exception to Stay at Home**Safety Services employees and Custodial/Maintenance employees are essential to the operation of the City. These employees must report as scheduled unless notified of a change in schedule.

**Use of Leave for Order to Stay at Home**

If do not fall into the exception, each full-time employee falls into one of the two following categories:

1. Work from Home: Employees who have been approved to telecommute by their supervisor.
2. At Home/Available to Be Called In: Employees who are not able to work from home but that can be called in to perform similar or different functions than are in their job descriptions.

For all full-time employees determined to be unable to work from home (#2 above), the City will provide paid Emergency Administrative Leave until April 30, 2020. This Leave does not deduct from any of the employees’ current accruals; however, the Leave is only available to the full-time employee who was scheduled to be at work, but is unable to report because of the extension of the social distancing guidelines. If an employee had a scheduled vacation or is unable to report to work for other reasons (e.g. non-COVID-19 illness or injury) during this time period, the Emergency Administrative Leave hours are unavailable and other paid leave must be exhausted first, consistent with City policy or as provided for by a collective bargaining agreement.

These Emergency Administrative Leave hours are separate from the use of leave for COVID-19 related purposes describe in the order issued on March 18, 2020. If an employee is at home due to becoming ill with COVID-19 or are required by a public health official/doctor to be quarantined due to COVID-19, the employee must first access the COVID-19 sick leave.

The Emergency Administrative Leave hours will not be eligible for lump sum payouts or conversion.

While an employee is working from home or on Emergency Administrative Leave, the employee must:

1. Be available by phone during your normal work hours for your manager or others in the City to contact you and be ready for work during your normal work hours. While we hope to limit the necessity for this, there could be situations that would require us to call you to report for work. Being ready for work includes not being under the influence of alcohol.
2. Keep your phone nearby.
3. Follow normal call in procedures if you become ill and would be unable to work. This WILL NOT impact your paid status. If you do not have any accrued time, the City Manager may determine that you are eligible to continue to receive administrative leave. If you are ill with COVID-19 symptoms or are tested for COVID-19, notify Human Resources at 614-334-1397 or via email at alund@hilliardohio.gov. If you are sick, or unable to work due illness, you should be utilizing appropriate leave banks per the COVID-19 Leave Order
4. Because we are amid a worldwide pandemic, you are REQUIRED to notify us if you test positive for COVID-19 or are quarantined.
5. Check your work email daily. We will be communicating pertinent, but not urgent information via work email.
6. Follow the guidelines set forth by the CDC to help prevent the spread of COVID-19. Use proper social distancing, hand washing and follow guidelines related to being in public contact.
7. Be ready and able, if required by the City, to fulfill on-line professional development provided through Hilliard University or other resources.

The City of Hilliard will monitor forthcoming Orders and reserves the right to revise this order at any time.



Michelle L. Crandall

City Manager, City of Hilliard, Ohio