

# **CITY OF SYRACUSE COVID-19 PAID LEAVE POLICY**

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Presented By

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# AGENDA

## Updated COVID-19 Paid Leave Policy

- Defining essential vs. non-essential employees
- What to do when an employee has symptoms?
  - Wellness checks
  - Isolation practices
- Administering paid leave
- What happens when we require someone to work remotely?
  - Teleworking Policy
  - Teleworking Evaluation

## Face Covering Policy

- Face coverings to be worn at all times
- Signatures from employees
- No tolerance for not wearing a mask

## Questions?



# ESSENTIAL VS. NON-ESSENTIAL EMPLOYEES

## Definition of Essential Employee

- All public safety and public works department employees
  - Ex: DPW, Fire, Police, and Water
- For non-public safety and non-public works departments, department heads consult with Human Resources to determine who is essential
  - Ex: Code Inspectors

# WHAT TO DO WHEN AN EMPLOYEE HAS SYMPTOMS?

## Wellness Checks

- Daily wellness check & employee sign-in
- Daily temperature check (no need to record actual temperature)
- Travel advisory (reference most recent NYS travel guidelines)
- Safety check-list for department heads (soon to be distributed)

## Symptomatic Employee?

- 1.) Notify supervisor
- 2.) Isolate employee & others that have been in significant contact
- 3.) Clear path for employee to exit premises to seek COVID-19 screening & potential care
- 4.) Contact maintenance to properly sanitize workspace

# COVID-19 PAID LEAVE POLICY GUIDE

Reason for Circumstance	Police/Fire/DPW/Water	Non-Public Safety/Public Works
<b>1.) Are following a federal, state or local quarantine order <u>not</u> related to travel issued by a government entity</b>	<p>Essential employees who are free of symptoms and have tested negative will be required to return to work or able, work remotely.</p> <p>Symptomatic employees will receive administrative leave for the period mandated on the order. Additional time will be charged to sick time or another paid time off accrual.</p>	<p>If unable to work remotely or symptomatic, up to two (2) weeks administrative leave can be used. Additional time will be charged to sick time or another paid time off accrual after two weeks.</p>
<b>2.) Test positive for COVID-19 and are subject to a government-issued isolation order.</b>	<p>Administrative leave for the period mandated on the order, not to exceed two weeks can be used. Additional time will be charged to sick time or another paid time off accrual.</p> <p>*It is required of employee to submit official medical documentation clearing return to work.</p>	<p>Administrative leave for the period mandated on the order, not to exceed two weeks, can be used. Additional time will be charged to sick time or another paid time off accrual.</p> <p>*It is required of employee to submit official medical documentation clearing return to work.</p>
<b>3.) Quarantine instructions from a healthcare provider (e.g. Doctor, Nurse Practitioner, Physician's Assistant) &amp; employees seeking COVID-19 diagnosis.</b>	<p>Absence will be charged to sick time or another paid time off accrual unless the employee tests positive; in this case, administrative leave of up to two weeks can be used.</p>	<p>If unable to work remotely due to the functions of job or symptoms, up to two weeks of administrative leave can be used annually. Additional time will be charged to sick time or another paid time off accrual.</p> <p>If able to work remotely, employees are ineligible for Administrative leave. We have to accept medical documentation quarantine.</p>
<b>4.) Quarantine or isolation required as a result of voluntary travel outside of New York State</b>	<p>Absence will be charged to sick time or another paid time off accrual.</p> <p>Essential employees who are free of symptoms and have tested negative will be required to return to work.</p>	<p>Absence will be charged to sick time or another paid time off accrual.</p>
<b>5.) A bona fide need to care for</b>	<p>Any absence will be charged to sick time</p>	<p>If unable to work remotely, two weeks of leave at 2/3 pay,</p>

# REMOTE WORK

## Teleworking Agreement

1. Form is filled out by department head & sends to HR (form is on SharePoint & has been shared with all department heads)
2. HR confirms with the department head that the paperwork has been approved; a signed copy is sent back to the requesting department

## Teleworking Evaluation

1. At 90 days of teleworking , HR will follow-up with department heads to complete an employee teleworking evaluation and safety check to continue or terminate the teleworking agreement.
2. Upon determination, the department head will send HR a signed evaluation checklist form (found on SharePoint & sent to all department heads).
3. HR will confirm receipt of the evaluation and send a signed copy back to the requesting department.

***\*Employees teleworking don't qualify for leave\****

# FACE COVERING POLICY

- Face coverings are to be worn at all times during the work day in the office, vehicle, & out in the public
- What's an adequate face covering?
- Signatures from employees acknowledging the policy kept in employee file
- Not wearing a mask warrants discipline at the direction of the department head

*\*Only exception to wearing a mask is when you can self-isolate in your personal office with the door shut\**

**QUESTIONS?**





# HUMAN RESOURCE CONTACTS

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# REFERENCES

- Essential Workers: <https://esd.ny.gov/guidance-executive-order-2026>
- New York State Paid Family Leave: <https://paidfamilyleave.ny.gov/covid19>
- Onondaga County Executive Order: <http://www.ongov.net/communications/press/documents/COVID19/L06.pdf>
- Federal Families First Coronavirus Response Act: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>