

## How Will Employees Be Paid?

As of March 19, 2020, at 5:01 pm all County Employees are considered Disaster Service Workers. This affects timecard coding.

All permanent employees are Disaster Service Workers (DSW) and will likely be required to work during the COVID-19 pandemic which includes working at emergency response facilities in a variety of day, evening, and night shifts, depending on needs and available DSW's. As a DSW, employees will likely be assigned to locations, duties and work hours outside of their normal job responsibilities. For example: if you normally work 8:00 a.m. to 5:00 p.m. at your office, you may be scheduled to work 11:00 a.m. to 8:00 p.m. at a different work location. You may be scheduled to work a 12-hour shift. Any applicable MOU or overtime provisions will apply while working as a DSW. This requirement for working as a DSW is governed by both State and County law. **If employees are at work or available to work, they will be paid salary and benefits as if they are working their regular schedule.** Each department has designated personnel that will coordinate the coding of timecards if you are unable to do so yourself from home.

Click here for [The County's Reopening Together Toolkit](#) .

*\*This document will be updated as new information becomes available. Last updated: 06/30/2020\**

### **Below you will find detailed information on the following:**

- How to Code Your Timecard
- Leave Options Available
- Leave Scenarios for Employees Unable to Work or be Available as Disaster Service Worker
- Overview of Benefits and Leave Options and How to Apply

## How to Code Your Timecard During the Emergency Proclamation

Effective 6/14/2020

**Your timecard has new functional areas. Please refer to the tables below for proper coding.**

Scenario	Functional Area (FA)		
	COVID	COVID- EOC/DSW Assignments	No COVID FA
Performing normal (essential) job duties either at work or telecommuting not related to COVID			X
Performing COVID related job duties either at work or telecommuting	X		
When coding Comp Time Off (CTO), Comp in Lieu, or Leave Without Pay (LWOP) for any reason			X
Not performing any work (work not portable) but available for DSW*			
Unable to report to work or telecommuting for any COVID reason (school closures, self-isolating, sick, caring for family member, etc.)	X		
Unable to report to work or telecommute - leave <b>NOT</b> related to COVID (FMLA, other approved leave, etc.)			X
Working at EOC**, JIC*** or performing work as a DSW. See below for specific codes.		See Chart Below	
<b>Overtime hours</b> performing normal (essential) job duties not related COVID-19, but backfilling another employee working at EOC**, JIC*** or performing work as a DSW.	X		

COVID-Care Shelter	COVID-MedHealth	COVID-BehvHealth	COVID-ACS	COVID-HmlssAid	COVID-PW	COVID-EOC
Performing job duties that are specific to Care and Shelter	Performing job duties that are specific to Medical Health, excluding the Alternate Care Site	Performing job duties that are specific to Behavioral Health	Employees working at the Alternate Care Site or directly supporting the Alternate Care Site	Performing job duties that are specific to Homeless Services	Performing job duties that are specific to water and wastewater	Employees working at the EOC** or JIC***

\*Disaster Service Worker

\*\*Emergency Operations Center

\*\*\*Joint Information Center

*Effective 06/14/2020, the DSW-Wait Functional Area is no longer valid.*

Please review the typical work scenarios below to further assist you in properly coding your timecard:

1. I am performing normal job duties either at work or telecommuting.
  - a. Code regular time (10 for at work, 15 for telecommuting)
  
2. I am unable to report to work or telecommute for any COVID reason (school closures, self-isolating, sick, caring for family member, etc.) [Click here for leave and pay options.](#)
  - a. Code any leave balances with COV19 as the functional area
  
3. I am available to work any time after March 19, 2020 at 5:01 pm, but my normal job was not identified as an essential service and I have not yet been called as a Disaster Service Worker.  
*As the County reopens, the emergency services being performed by County Disaster Service Workers (DSWs) will be winding down. Departments will have regular services, including front counters, that were halted due to COVID19 up and running by July 6. Although service delivery may look different for safety and efficiency reasons, employees will be back to performing regular workload both in the office and remotely via telework. DSW-Wait time will no longer be approved as of the payroll period beginning June 14, 2020.*
  - a. Code regular working time and code COV19 as the functional area (10 for at work, 15 for telecommuting) if you are performing COVID-19 related duties.
  - b. If you are performing your normal job duties not associated with COVID-19, code your regular working time (10 for at work, 15 for telecommuting). **Do not** code the COV19 Functional Area.
  
4. I am working at the Emergency Operations Center, Joint Information Center or performing work as a Disaster Service Worker.
  - a. Code regular working time (10 for at work, 15 for telecommuting) and code the functional area shown in the chart above.
  
5. Do MOU and overtime provisions still apply?
  - a. Yes, all pay provisions agreed to per appropriate MOU and overtime provisions for hourly employees still apply.

For additional questions please refer to the FAQ's posted [here](#).

## **Leave Options Available**

- **COVID-19 Emergency Paid Sick Leave (EPSL)**: To comply with the Families First Coronavirus Response Act (FFCRA) the County will **deposit** 80 hours of sick leave into all full-time employees' current sick leave bank (pro-rated for part-time regular employees). **Employees will not repay any of these hours used.**
- Any other leave balances (Vacation, Personal, CTO, Annual Leave if eligible, etc.). To maximize your benefits, this should be used after sick leave balances are exhausted.
- **COVID-19 Sick Leave Advance**: The County will **advance** up to 80 hours of sick leave to regular employees who have no other leave balances. This should be used after all other paid leave is exhausted. This advance means you will not accrue additional sick leave hours until you earn back the advanced sick hours given to you. There is also an option that will allow you to accrue hours back at half the regular rate. Note that this is separate from item #1 listed above.
- State Disability Insurance (SDI), Voya Disability, Paid Family Leave, Unemployment Insurance, etc. can be coordinated with any of the above paid leave options based on employee eligibility.
- **Emergency Family and Medical Leave Extension Act (EFMLEA)**: The Emergency Paid Family and Medical Leave Expansion Act is an amendment to the Family and Medical Leave Act (FMLA) approved by the Federal Government on March 18, 2020. The amendment provides 12 weeks of leave for caring for a child under 18 who is home because of a school closure or childcare closure. There is a 10 day waiting period for benefits, then employees are eligible for paid leave of 2/3 of an employee's pay. An employee may use accrued leave balances for the first 10 days before they become eligible. Employees who are not eligible for CA SDI and PFL will be eligible for this benefit.
- **COVID-19 Catastrophic Leave Program**: This will be available to any regular employees who have exhausted all leave balances.

## **Leave Scenarios for Employees Unable to Work or be Available as DSW**

(See overview starting on page 6 for more details on some of these options)

### **1. If my child's school is closed:**

- 80 Hour COVID-19 Sick Leave Balance Deposit
- Any other accrued leave balances
- Sick Leave Advance (up to 80 hours)
- Other Leave Benefits That Can Be Coordinated With The Above:
  - Voluntary Time Off (VTO)<sup>1</sup>
  - Emergency Paid Family and Medical Leave<sup>2</sup>
- Temporary COVID-19 Catastrophic Leave Program
- Unemployment Insurance

### **2. If I am caring for a sick family member?**

- 80 Hour COVID-19 Sick Leave Balance Deposit
- Any other accrued leave balances
- [Sick Leave Advance \(up to 80 hours\)](#)
- Other Leave Benefits That Can Be Coordinated With The Above:
  - Paid Family Leave (PFL)<sup>3</sup>
  - Voluntary Time Off (VTO)
- Temporary COVID-19 Catastrophic Leave Program
- Unemployment Insurance

### **3. If I am sick/disabled/under mandatory quarantine?**

- 80 Hour COVID-19 Sick Leave Balance Deposit
- Any other accrued leave balances
- [Sick Leave Advance \(up to 80 hours\)](#)
- Temporary COVID-19 Catastrophic Leave Program
- Other Leave Benefits That Can Be Coordinated With The Above:
  - State Disability Insurance (SDI)
  - VOYA STD/LTD (*only if employee elected this voluntary benefit and contributes towards it*)
  - PORAC (*only for employees in BU 3, 14, 21, 22, 27 & 28*)
  - Voluntary Time Off (VTO)
- Unemployment Insurance

### **4. If I am self-isolating or I am 65 or older and staying home, but not sick?**

- Telecommute/work from home if possible (check in with supervisor)
- 80 Hour COVID-19 Sick Leave Balance Deposit
- Any other accrued leave balances
- [Sick Leave Advance \(up to 80 hours\)](#)

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<sup>1</sup>VTO is a non-paid benefit, but you still accrue sick, vacation, time in service credits.

<sup>2</sup>Emergency Paid Family and Medical Leave Expansion Act is an amendment to the Family and Medical Leave Act (FMLA) approved by the Federal Government on March 18, 2020. The amendment provides 12 weeks of leave for caring for a child under 18 who is home because of a school closure or childcare closure. There is a 10 day waiting period for benefits, then employees are eligible for paid leave of 2/3 of an employee's pay. An employee may use accrued leave balances for the first 10 days. Employees who are not eligible for CA SDI and PFL as described above will be eligible for this benefit.

<sup>3</sup>Employees in BU 1, 2, 4, 5, 11, 13, 31, and 32 are currently covered under CA SDI and PFL. BU 12 will be transitioning to CA SDI effective 7/1/20. BU 12 is encouraged to apply, but benefits are not guaranteed.

#### **5. If I am exposed to or contract COVID-19 at work?**

- If it is determined that you contracted COVID19 at work, you will be reimbursed through Worker's Compensation for related absences.
- If it is determined that you were exposed to COVID19 at work but you have not been diagnosed with COVID19, you will code your available paid leave balances.
  - If you have exhausted all leave balances, see options above.
- If you are required to quarantine by the Public Health Officer (but have not contracted COVID19) OR if you self-isolate, you will code your available paid leave balances.
  - If you have exhausted all leave balances, see options above.

## Overview of Benefits and Leave Options

**In general, most benefit programs are designed to ensure you receive 100% of your pay. Please be aware of the plan documents and how each benefit program coordinates with other benefits. If you receive more than 100% of your pay by applying for multiple benefits, you may be responsible for repaying any benefits overpayments.**

### **California State Disability Insurance (CA SDI)**

- **Wage Replacement:** Yes.
- **Benefit Summary:** This is a benefit that provides 60 -70% wage replacement up to a weekly maximum of \$1,300 for up to 52 weeks should you be unable to work due to a non-work related disability or illness. The 1 week wait period has been waived for COVID 19 related claims.
- **Who is Covered:** Employees in BU 1, 2, 4, 5, 11, 13, 31, and 32. BU 12 is eligible for CA SDI benefits effective 7/1/20. BU 12 is encouraged to apply, but benefits are not guaranteed until 7/1/20.
- **When to Apply:** If you are sick, disabled, under a mandatory quarantine or if you're unable to work due to having or being exposed to COVID-19. All disabilities must be certified by a medical professional. If you are eligible, payments are issued within a few weeks of receiving a claim.
- **Contact:** [State of California Employment Development Department \(EDD\)](#)
- **How to Apply:** [How to File an SDI Claim](#)

### **California Paid Family Leave (PFL)**

- **Wage Replacement:** Yes.
- **Benefit Summary:** PFL provides up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member or to bond with a new child. Benefit amounts are approximately 60-70% of wages and range from \$50-\$1,300 a week. There is no wait period to file a PFL claim.
- **Who is Covered:** Employees in BU 1, 2, 4, 5, 11, 13, 31, and 32. BU 12 is eligible for CA SDI benefits effective 7/1/20. BU 12 is encouraged to apply, but benefits are not guaranteed until 7/1/20.
- **When to Apply:** If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional). If you are eligible, payments are issued within a few weeks of receiving a claim.
- **Contact:** [State of California Employment Development Department \(EDD\)](#)
- **How to Apply:** [How to File an SDI Claim](#)

### **Emergency Family and Medical Leave Extension Act (EFMLEA)**

- **Wage Replacement:** Yes.
- **Benefit Summary:** 2/3 regular rate of pay of regularly scheduled hours for up to 12 weeks. 10 day wait period. \$200 per day cap or \$10,000 aggregate limit.
- **Who is Covered:** County employees including permanent and temporary full-time and part-time employees after 30 days of employment.
- **When to Apply:** When you are unable to work or telework to care for a child under 18 due to a school or child care provider closure or care unavailability due to COVID19.
- **Contact:** [HR\\_Leave\\_Mgmt@co.slo.ca.us](mailto:HR_Leave_Mgmt@co.slo.ca.us)
- **How To Apply:** [NeoGov eForms Request EFMLEA](#)

### **Voya Short Term Disability (STD):**

- **Wage Replacement:** Yes.
- **Benefit Summary:** This is a benefit that provides a 60% wage replacement up to a weekly maximum of \$1,325 for 90 days should you be unable to work due to a non-work-related disability or illness. This policy has a 7-day wait period before benefits are payable.
- **Who is Covered:** Employees who are not eligible to enroll in California Short Term Disability or PORAC Disability and voluntarily enrolled in Voya STD.
- **When to Apply:** If you were diagnosed with COVID-19 and were hospitalized, it would be covered, as you are disabled due to your own health condition. Absence from work due to a post-illness quarantine period will be reviewed by Voya on a case by case basis. All disabilities must be certified by a medical professional. Voya does not offer Paid Family Leave coverage to care for an ill family member.
- **Contact:** [Voya](#) after you have submitted a claim. Voya does not store individual member data until claims are submitted.

**How to Apply:** [How to File a Voya Short Term Disability Claim](#)

### **California Unemployment Insurance**

- **Wage Replacement:** Yes.
- **Benefit Summary:** Based on eligibility, individuals can receive benefits ranging from \$40-\$450 per week depending on your claim for up to 26 weeks. The 1 week wait period has been waived for COVID 19 related claims.
- **Who is Covered:** All employees.
- **When to Apply:** If your child's school is closed, and you have to miss work to be there for them, you may be eligible for Unemployment Insurance benefits. Eligibility considerations include if you have no other care options and if you are unable to continue working your normal hours remotely.
- **Contact:** [State of California Employment Development Department \(EDD\)](#)
- **How to Apply:** [How to File a Claim](#)

### **Voluntary Time Off (VTO)**

- **Wage Replacement:** No, this is an unpaid benefit.
- **Benefit Summary:** This is an unpaid County benefit that continues your time in service credits, cafeteria, and leave accruals, **however you must code at least 40 hours of paid time per 80 hour pay period to use VTO (20 hours per week)**. A maximum of 160 hours of VTO is available for coding.
- **Who is Covered:** Any employee wishing to utilize VTO.
- **When to Apply:** Available for all circumstances where you are unable to work due to COVID-19, or for circumstances where you would like to extend your leave balances by coding a combination of VTO and paid leave balances. **You must code at least 40 hours of paid time per 80 hour pay period to use VTO (20 hours per week)**.
- **Contact:** Holly Morgan at 805-781-5042 to discuss the full implications of utilizing VTO prior to seeking approval.
- **How to Apply:** [NeoGov eForms Request Voluntary Time Off](#)

### **Peace Officers Research Association of California (PORAC) Disability Benefits**

- **Wage Replacement:** Yes.
- **Benefit Summary:** PORAC provides disability benefits to safety bargaining units that pay union dues to PORAC. For County safety employees covered by this benefit, they offer two disability plans providing partial wage replacement should you become disabled due to a non-work related disability.



- **Gold Safety Plan Benefit Overview:** Pays a 33 1/3% benefit of the first \$15,000 of your pre-disability earnings, reduced by deductible income, during the first 60 days of your disability. After the first 60 days of disability, the benefit pays up to 66 2/3% of the first \$15,000 of your pre-disability earnings. During the 12 month period while short term disability benefits are payable, the Catastrophic Disability Benefit pays an additional 33 1/3% of the first \$15,000 of your monthly Pre-disability Earnings, but not to exceed \$5,000.
- **Platinum Safety Plan Benefit Overview:** Up to 35% of the first \$14,286 of your pre-disability earnings, reduced by Deductible Income, during the first 60 days of a Disability. Up to 70% of the first \$14,286 of your Pre-disability Earnings, reduced by Deductible Income, after the first 60 days of a Disability. During the 12 month period while short term disability benefits are payable, the Catastrophic Disability Benefit pays an additional 30% of the first \$14,286 of your monthly pre-disability Earnings, but not to exceed \$4,286. The Catastrophic Disability Benefit may be reduced by Deductible Income, see plan provisions for full details.
- **Who is Covered:** Employees in SDSA BU 27 & 28 are covered under the [Platinum Safety Plan](#) & Employees in DSA BU 3, 14, 21, 22 are covered under the [Gold Safety Plan](#)
- **When to Apply:** If you are unable to work due to a non-work related illness or disability. Normally, there is a 15 day waiting period for benefits. It may be waived due to COVID19.
- **Contact:** Myers-Stevens & Toohy & Co. Inc. at 1-800-827-4695
- **How to Apply:** [PORAC Insurance Benefits & Trust](#)

#### COVID 19 Catastrophic Leave

- **Wage Replacement:** Yes.
- **Benefit Summary:** This program allows employees to assist fellow employees who have exhausted their paid leave time due to a COVID-19 related school closure or illness impacting their ability to work. It provides full wage and benefits for a maximum of 20 hours of leave a week. This program ends when there are no donations available or when the emergency declaration ends. Catastrophic leave is based on voluntary donations and they are not guaranteed.
- **Who is Covered:** All permanent employees that have exhausted all leave balances.
- **When to Apply:** Once you have exhausted all leave balances including the COVID19 Sick Leave Balance Deposit of 80 hours and COVID-19 Sick Leave Advance.
- **Contact:** [hr@co.slo.ca.us](mailto:hr@co.slo.ca.us), [aszubiell@co.slo.ca.us](mailto:aszubiell@co.slo.ca.us) and [cmartinelli@co.slo.ca.us](mailto:cmartinelli@co.slo.ca.us)
- **How to Apply:** [NeoGov eForms Donate and Apply for Catastrophic Leave](#)

All disability benefits are subject to normal plan provisions and the disability insurance carrier whether it be the State of California, Voya and PORAC. The insurance carrier makes all final determinations on eligibility. Contact the carrier for all eligibility questions.