



NOTICE

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Executive Director

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Issue date:

Effective March 17, 2020

Modified Telework, Social Distancing, and Liberal Leave Directives in Response to COVID-19

During these challenging and unprecedented times, the health of our workforce and visitors remains a top priority. To this end, the agency has implemented several strategies including telework, paid Social Distancing leave, and liberal leave to minimize the impact of COVID-19. This protocol was developed in consultation with our operational managers and Union officials. The Commission continues to assess public health protocols and directives as updates are issued by federal/state/local officials. Effective immediately:

Telework: Commission leadership strongly encourages supervisors to approve telework for applicable employees wherever possible, and strongly encourages those who can telework to do so. Effective immediately telework may be implemented on an ad hoc basis, without the use of telework agreements. However, employees who want to telework still must get supervisor approval. Supervisors are asked to identify assignments that can be carried out remotely.

- Employees who utilize telework are ***expected to be available during telework hours and provide contact information/phone numbers.***
- Employees/supervisors should ensure necessary access to email/VPN and other appropriate platforms are in place and tested.

Social Distancing Leave: The agency has implemented two different tools to encourage social distancing in the workplace: a temporary, paid leave for Merit System and “Term” Contract employees, and a separate pay category which only applies to “Seasonal/Intermittent” and “Temporary” Contract employees. These tools are designed to reduce the density of staff in the workplace while maintaining operations. The tools give employees the flexibility to take time off to deal with the disruption to their personal lives caused by COVID-19, including their own care, child care, and other needs.

1. **All Merit and “Term” Contract Employees** will receive up to 40 hours of paid “Social Distancing” ***leave*** that can be taken with supervisor approval.
 - Individuals who work less than a 40-hour workweek, will receive a pro-rata amount of Social Distancing leave. (For example, an employee who works 20 hours a week will receive 20 hours of Social Distancing leave.)
 - Social Distancing leave may be used at any time through December 31, 2020. The Finance Department will be establishing the appropriate leave bucket (up to 40 hours) which will appear on each employee’s timecard as SocDLv by March 21st. Employees may use the available Social Distancing leave balance for any time off beginning March 16th. This leave functions similar to Personal Leave, as it does not carry over to the next calendar year. Unused balances also are not paid out if an employee leaves the agency.

2. **“Seasonal/Intermittent” and “Temporary” Contract Employees** will be eligible for up to 40 hours of Social Distancing **pay** with supervisor approval. Please note, this component does not apply to Merit System or “Term” Contract employees.

- While Commission operations are limited to the public, the presence of “Seasonal/Intermittent” and “Temporary” contract employees in our facilities will be reduced to encourage social distancing. At the present time, the agency is implementing this priority from March 16 through March 21, 2020.
- The supervisor will determine whether the employee is needed to carry out program services either onsite or through telework, subject to input from the Department Head.
- The supervisor may authorize Social Distancing pay for regular scheduled work hours which could not be carried out due to COVID-19 response. Time will be entered using the pay code SeaSDPay.

By March 18, 2020, the Finance Department will issue specific procedural guidance to all Department Heads and timecard administrators on the coding of this pay. This guidance will explain how the pay code should be entered for various timekeeping methods (paper, timeclocks, or online systems).

3. **Liberal Leave**

In addition to the use of available Commission issued Social Distancing leave/pay, the agency is permitting employees to use their own accrued leave to care for their own health or other personal concerns. Employees may use available annual, sick, personal, or other available leave balances, as necessary. Employees are expected to communicate leave needs to their supervisor.