

Compensation Plan for COVID-19*Last Updated on 5/20/20; 5:00 pm*

During the COVID-19 public health emergency, the City is committed to maintaining City employee income security to the fullest extent possible, and to providing additional resources to employees who are providing front-line services during the emergency.

Accordingly, as authorized in Mayor Breed's Supplemental Proclamation dated March 31, 2020, the Human Resources Director and the Director of Transportation for SFMTA service critical employees are implementing the following emergency leave and benefit policy changes, effective April 1, 2020. These policies are subject to continuing review and updates for the duration of the public health emergency. The following are summary provisions; DHR will issue updated guidance to City departments soon.

- 1. Federal Emergency Paid Sick Leave.** The City will implement the Emergency Paid Sick Leave provisions under the federal Families First Coronavirus Response Act (FFCRA) for all employees. Full-time employees are eligible for up to 80 hours of paid sick leave for specified COVID-19 related purposes, including school closures; the City will use a specific pay code for this federal sick leave (i.e., pay code "ESP"). Part-time employees are eligible for a prorated number of hours. These paid sick leave hours are subject to the daily and aggregate caps set in the FFCRA. Under the FFCRA, eligible employees may also request Family and Medical Leave Act (FMLA) leave for COVID-19 related school closures.
- 2. Integration.** Employees eligible for compensation through workers compensation/4850 pay and other third-party benefits like SDI and unemployment insurance must use those benefits and integrate them into the City-provided compensation. Employees using paid compensation under the FFCRA may affirmatively opt out of integration with other benefits.
- 3. Additional City Paid Sick Leave Allocation.** The City shall provide all regularly scheduled employees an additional 80 hours of new paid sick leave that employees can use for any sick leave related purpose (i.e., not limited to COVID19 related reasons) and for school closures. Part-time employees receive a prorated number of hours. Employees hired on or after April 2, 2020 are not eligible for these additional sick pay hours. The City will use a specific pay code for this additional sick leave (e.g., pay code 'COV'). This additional sick leave expires on December 31, 2020.
- 4. City Leave Advancement.** If employees exhaust their FFCRA Emergency Paid Sick Leave, the additional 80 hours of sick leave from the City, and their own leave balances, then regularly scheduled employees may still request to advance up to an additional 80 hours of sick or vacation leave under the City's current leave advance program. Employees may credit the additional sick leave under (3) above toward any already advanced sick pay in lieu of foregoing sick pay accruals until the City has recovered the hours advanced.
- 5. Paid Leave Caps.** For regularly scheduled employees who are near the maximum accruals for vacation and floating holiday but who cannot take time off during the public health emergency, the City will waive vacation leave and floating holiday caps through the duration of the declared emergency. Employees can accrue up to an additional 80 hours over the vacation maximum accrual limit over the duration of the emergency. Part-time employees can accrue a prorated number of hours. When the emergency ends, employees must use vacation and reduce their balance below the maximum accrual by December 31, 2021. Employees can roll over an additional 80 hours of

floating holidays above the normal roll over limit for FY20-21 and FY21-22. Additionally, in-lieu legal holidays earned in the current fiscal year may be carried over to the following fiscal year.

6. Compensatory Time for Salaried (“Z” Symbol) Employees.

- a. **Employees Eligible for Compensatory Time.** The City will waive compensatory time caps for salaried employees so that those employees can earn up to an additional 80 hours above any compensatory caps for the extra work they perform during the public health emergency. Part-time employees are eligible for a prorated number of hours. Compensatory time is not subject to cash out for salaried employees. Any compensatory time earned above the compensatory time caps must be used by December 31, 2021.
- b. **Employees Not Eligible for Compensatory Time.** For MEA Miscellaneous and other employees who are not eligible to earn compensatory time, the City will allow those employees to earn up to 80 hours of compensatory time on an hour for hour basis for work during this emergency for hours worked in excess of their regular work week. Part-time employees are eligible for a prorated number of hours. Compensatory time is not subject to cash out for salaried employees. Any compensatory time earned must be used by December 31, 2021.

7. Employees Working in the Workplace or Field.

- a. **Paid Administrative Leave.** For employees performing essential services who must remain in the workplace, the City will provide paid administrative leave if those employees are diagnosed with COVID-19, have symptoms consistent with COVID-19 infection, or must isolate/quarantine pursuant to direction of a healthcare provider or order from a federal, state or local official. For purposes of eligibility for paid administrative leave only, the City will presume these employees became exposed or sick in the workplace. Employees must use their FFCRA Emergency Paid Sick Leave and additional City Paid Sick Leave (COV) first and can supplement with this paid administrative leave or other available benefits (see (2) above).
 - b. **Additional Floating Holidays.** For regularly scheduled employees performing essential services who must remain in the workplace, the City will provide 8 hours of floating holidays (FHP) for every 40 hours of regularly scheduled hours worked (WKP) in the workplace (i.e., 0.2 FHP hours for every hour of WKP), up to a maximum of 80 hours of floating holiday over the duration of the emergency. Part-time employees are eligible for a prorated number of hours. The City will credit these floating holiday hours in the first full pay period after the end of the emergency. As with other floating holidays, these hours are not subject to cash out.
- 8. Furloughed Employees per Shelter in Place Order.** The City will continue to provide paid furlough for employees who are available to work but who are not required to work in the workplace providing essential services and who cannot perform their work remotely. This benefit will remain in effect through May 31, 2020.