

# COVID-19

## Human Resources - Frequently Asked Questions

### Questions

#### **Q - I have questions who do I contact?**

A - Please follow our normal chain of command protocol first contact your building administrator or supervisor. If it is a union question please contact your union president. YCEA - [Charlotte Tillerson](#), YCESPA - [Lisa Watkins](#) or [Kellie Castle](#).

### Compensation and Availability

#### **Q - Will Ypsilanti Community Schools employees continue to receive compensation for the remainder of the 2019-20 school year?**

A - Yes, per Executive Order [2020-35](#) from Governor Whitmer, Ypsilanti Community Schools employees shall continue to be paid their regularly scheduled hours and shall continue to accrue service credit as long as our Continuity of Learning Plan is approved by the Washtenaw Intermediate School District. We are currently completing the plan and will submit it soon for approval.

#### **Q - What are the work expectations for employees during the closure?**

A - Inasmuch as all employees are continuing to receive compensation, all employees shall be available to work, remotely or onsite, (as permitted by executive order) during their regularly scheduled work hours. Any requests to perform work on site should be directed to your building administrator. Building administrators may request staff work on site while following social distancing guidelines, and the preference is to work from home when possible.

#### **Q - What days/hours am I expected to be available?**

A - You are expected to be “available” during your regularly scheduled days and hours, unless a schedule alteration is requested by your supervisor in compliance with your collective bargaining agreement. We are requesting everyone be somewhat flexible to allow for schedule modifications to ensure we can do our best to instruct our students.

#### **Q- How should I dress?**

A- Please remember when you are working from home, the District has the same expectations about professionalism and your use of technology. Of course, we understand that many of you have additional childcare duties and pets that will disrupt your day. Nonetheless, there is still an expectation of professional dress and communication for both our professional staff and our support staff. That means if you are doing video conferencing, please be fully dressed (no robes, and no pajamas, unless educationally appropriate) and communicate with the same professionalism as when you are on campus and in a classroom. In addition, all staff are expected to follow the terms of our Network and Internet Access Agreement, which every District employee and contractor using our network resources has signed.

**Q - Am I able to flex time?**

A - It depends. Seek guidance from your building principal or department director before deviating from your schedule.

**Q - I was on an approved leave of absence when school closed on March 13, 2020 or I have an approved leave of absence that will occur during the school closure, what should I do?**

A - Leaves scheduled/requests submitted between March 16, 2020 and April 30, 2020 shall be reviewed by the Administration on a case-by-case basis and handled in compliance with the appropriate bargaining agreement, employment manual, and/or legislation. Leaves scheduled on or after April 30, 2020 should be initiated by completing the [Employee Request for Absence](#) and the FMLA Request form.

**Device and Internet Access**

**Q - How can I get a computer?**

A - We have scheduled a computer pick up on Tuesday, April 14, 2020 from 10:00 a.m. and 3:00 p.m. Please see the link for the [pick up process](#).

**Q- How can I get the Internet at home?**

A - At this time, the District does not have access to provide individual staff members with internet at home. You can request access to the building to use the district's internet through your building administrator and follow all the guidelines in the [Essential Workers Screening and Entry Procedure](#). Entry to buildings will follow all requirements of the Governor's Executive Orders to allow for social distancing. You may also utilize the internet from the safety of your vehicle in our buildings' parking lot.

**Q- Will I be reimbursed for a computer/Internet?**

A- At this time, the District is unable to reimburse expenses which are related to staff technology like computer hardware, internet access, data overages, or other expenses. There may be opportunities for personal tax deductions for work-related expenses when you file your taxes for the 2020 calendar year.

**Q - Do I have to use my personal telephone?**

A - The District is not requiring you to use your personal phone. You have an opportunity to use the District's telephones. Arrangements must be made through your building administrator and/or supervisor.

**COVID19 Symptoms or Exposure**

**Q - What if I have been ill or believe I have COVID19 symptoms but cannot be tested?**

A - If an employee experiencing an illness and/or believes that they may have COVID19 symptoms, they should stay at home and not return to work until they have met the requirements outlined in Executive Order [2020-36](#). **Excerpt from 2020-36:** - Subject to the exceptions in section 5 of this order, it is the public policy of this state that any and all individuals who test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 should remain in their home or place of residence, even

if they are otherwise permitted to leave under Executive Order 2020-21 or any executive order that may follow it, until:

**three** days have passed since their symptoms have resolved, **and seven** days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.

This section will cease to apply to anyone who, after showing symptoms, receives a negative COVID-19 test.

**Q - I think I may have been exposed to an individual who has COVID19, should I report to work?**

A - If an employee believes that they may have been exposed to an individual who has or believes they have COVID19, they should stay at home and not return to work until they have met the requirements outlined in Executive Order [2020-36](#). **Excerpt from 2020-36:** - Subject to the exceptions in section 5 of this order, it is the public policy of this state that any and all people who have had **close contact with an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-19** should remain in their home or place of residence, even if they are otherwise permitted to leave under Executive Order 2020-21 or any executive order that may follow it, until either **14** days have passed since the last close contact with the sick or symptomatic individual, or the symptomatic individual receives a negative COVID-19 test.

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

**Q - What is the Emergency Family and Medical Leave Expansion Act (EFMLEA)?**

A - The [EFMLEA](#) amends the Family and Medical Leave Act (FMLA). The EFMLEA allows an employee to take up to twelve (12) weeks of leave if the employee is unable to work to care for a child because his/her child's school/daycare is unavailable due to a public health emergency. The US Department of Labor will continue to provide guidance to provide clarity on unresolved issues.

**Q - When did the EFMLEA become effective?**

A - April 1, 2020

**Q - What type of leave may be taken under the EFMLEA?**

A - A YCS employee that needs leave to care for his/her son or daughter under the age of 18 if the school or place of care is closed due to COVID-19 precautions. Unlike FMLA, EFMLEA does not apply to spouses or parents.

**Q - How long may I take leave under the EFMLEA to care for my child as outlined above?**

A - Twelve (12) weeks

**Q - How long must I have been employed by Ypsilanti Community Schools to be eligible for leave under the EFMLEA?**

A - 30 calendar days.

**Q - What compensation am I entitled under the EFMLEA?**

A - The first 10 days of leave is unpaid. Employees with accrued sick leave shall be required to use accrued paid leave during the 10 days. After the initial 10 days, you are paid at a rate of 2/3 of your normal wages or up to \$200 per day for ten (10) weeks; there is a \$200/day and \$10,000 aggregate limit.

**Emergency Paid Sick Leave Act**

**Q - What is the Emergency Paid Sick Leave Act (EPSLA)?**

A - The [EPSLA](#) provides eligible employees up to eighty (80) hours of paid leave if they cannot work for six (6) reasons (stated below) related to COVID-19.

- Employee is subject to federal, state or local quarantine or isolation order;
- Employee has been advised by healthcare provider to self-quarantine; or
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who is subject to an order as described in the first bullet or has been advised as described in second bullet;
- The employee is caring for son or daughter under the age of 18 if the school or place of care is closed due to COVID-19 precautions; or
- The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

A summary of the documentation the District will accept for these type of leaves can be found [Here](#).

**Q - When did the EPSLA become effective?**

A - April 1, 2020

**Q - How long must I have been employed with Ypsilanti Community Schools to be eligible for leave under the EPSLA?**

A - You are eligible immediately upon hire.

**Q - What compensation am I entitled to under the EPSLA?**

A - It depends on the type of leave needed

**For FULL TIME EMPLOYEES:**

- Normal wages or a maximum of \$511 per day for two (2) weeks (up to 80 hours) if leave is needed for the following reasons:
- Employee is subject to federal, state or local quarantine or isolation order;
- Employee has been advised by healthcare provider to self quarantine;or
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- 2/3 of the employee's normal wages or up to \$200 per day for two (2) weeks (up to 80 hours) if leave is needed for the following reasons:
  - The employee is caring for an individual who is subject to a quarantine or been advised to quarantine by a healthcare provider;
  - The employee is caring for son or daughter under the age of 18 if the school or place of care is closed due to COVID-19 precautions; or
  - The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

**For PART-TIME EMPLOYEES:**

Part-time employees are entitled to paid sick leave in an amount commensurate with the average number of hours the employee works in a 2-week period.

**Q - Do I need a doctor's slip to return to work?**

A - Yes, you need a doctor's slip to return to work. The slip must state that you can return without restrictions.

**Tax Credit and Unemployment**

**Q - I heard that employers will receive a payroll tax credit for any leave paid under the EPSLA, so this won't really cost Ypsilanti Community Schools anything, correct?**

A - Unfortunately, public employers are not eligible for the payroll tax credits that are available to private employers, so any funds paid out under EPSLA will directly impact the Ypsilanti Community Schools budget.

**Q - Am I eligible for Unemployment benefits?**

A - If you are an employee of Ypsilanti Community Schools, you are not eligible.

**Other HR Questions / Resources**

**Q - I have time-sensitive paperwork that needs to be signed or approved by human resources such as student loan forgiveness documentation, verification of employment, etc. Who should I contact to get this taken care of?**

A - Please email [smccarty3@yceschools.us](mailto:smccarty3@yceschools.us) or [LNowling5@yceschools.us](mailto:LNowling5@yceschools.us)