



Date: March 19, 2020

To: Employees Being Placed on Administrative Leave

From: Abby Cochran, Human Resources Director

RE: Administrative Leave during Contagious Disease Outbreak

Under the City's Contagious Disease Outbreak Policy, some employees may be placed on a paid administrative leave for all or part of their work day. This memorandum is written to further clarify questions but not to be in contradiction to the Administrative Memorandum dated March 11, 2020. The Appointing Authority retains the discretion to determine whether an employee will receive administrative leave for their absence(s).

If you are someone who is placed on administrative leave for this reason or as set forth in the Administrative Memorandum issued by the City Manager on March 11, 2020, please follow these guidelines:

- 1) Be available by phone during your normal work hours for your manager or others in the City to contact you and be ready for work during your normal work hours. While we hope to limit the necessity for this, there could be situations that would require us to call you to report for work. Being ready for work includes not being under the influence of alcohol.
- 2) Keep your phone nearby. Emergency or urgent messages will be sent by phone using the UA Alerts system.
- 3) Follow normal call in procedures if you become ill and would be unable to work. This WILL NOT impact your paid status. If you do not have any accrued time, the Appointing Authority may determine that you are eligible to continue to receive administrative leave. If you are ill with COVID-19 symptoms or are tested for COVID-19, notify Human Resources at 614-583-5044 or via email at acochran@uaoh.net. If you are sick, or unable to work due illness, you should be utilizing appropriate leave banks per the Administrative Memorandum.
- 4) Because we are in the midst of a worldwide pandemic, you are REQUIRED to notify us if you test positive for COVID-19.
- 5) Check your work email on a daily basis. We will be communicating pertinent, but not urgent information via work email.
- 6) Follow the guidelines set forth by the CDC to help prevent the spread of COVID-19. Use proper social distancing, hand washing and follow guidelines related to being in public. While we



cannot control what you do outside of your paid work time, we strongly encourage you to follow the guidelines for your own health and those you care about.

- 7) Failure to comply with the terms of this Administrative Memorandum (for example, failure to maintain communications or being unavailable for work) could result in the loss of this leave for that employee.

Please sign below to indicate your understanding of these guidelines:

Print Name

Sign Name

Date

*** Please keep a copy of this memo for your own records

