GLEAMNS Human Resources Commission, Inc.

COVID-19 and Policy Review
-Presented by the HR Department-
Human Resources Department Staff

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COVID-19
What it is and how to slow the spread
What is the Coronavirus?

- Coronaviruses are a family of viruses that can cause illnesses such as the common cold, severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS).
- In 2019, a new coronavirus was identified as the cause of a disease outbreak that originated in China.
- The virus is now known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease it causes is called coronavirus disease 2019 (COVID-19).
Common Coronavirus Symptoms

- Lost of Taste or Smell
- Fever Or Chills
- Dry Cough
- Fatigue
- Headache
- Difficulty Breathing
- Body Aches
- Diarrhea
- Sore Throat
- Nausea or Vomiting

What to do if you have symptoms?

- Stay home and notify your supervisor.
- Self quarantine.
- Notify your healthcare provider.
- Take a COVID-19 test.
- Quarantine while you wait for test results.
- Remain in quarantine until you are symptom free.
How can we slow the spread of COVID-19?

Wear A Mask
Wash Your Hands
Keep Your Distance
Don’t Touch Your Face
Cover Your Cough
Clean
Policy Review
Technology

- Technology provided by GLEAMNS in order for employees to perform their jobs (i.e., computers, including e-mail and Internet access, voice mail, telefax machines and cellular telephones) is for GLEAMNS business.

- E-mail messages are not private, despite any contrary designation either by the sender or the recipient. Accordingly, employees have no expectation of privacy in their e-mail messages, nor when accessing the Internet. GLEAMNS has the right to monitor e-mail messages at its sole discretion in the ordinary course of its business, even if employees use passwords or the system’s delete function.

- GLEAMNS technological systems should be used primarily and predominantly for work-related purposes.
Access to GLEAMNS Property
No Privacy Interest

- GLEAMNS does not lend Agency property for personal use. All space and personal property provided to you to perform your job is GLEAMNS property to examine or dispose of at its discretion.

- Items such as employee desks, telephone, computers, e-mail, files, filing cabinets, and computerized databases are GLEAMNS’ property and should only be used for GLEAMNS business. In this regard, GLEAMNS reserves the right, with or without notice, to inspect these and other items of GLEAMNS’ property.

- GLEAMNS reserves the right to use any lawful method of investigation that it deems necessary to determine whether any person has engaged in conduct that interferes with or adversely affects its business.
Harassment Policy

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his race, color, religion, gender, sex, national origin, age, or disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
3. Otherwise adversely affects an individual’s employment opportunities.
Secondary Employment

The Commission considers all full-time employees to be engaged in their primary employment relationship with GLEAMNS. Any additional, outside employment by such employees will be considered secondary employment. All outside or secondary employment must be preapproved by the department manager or Chief Executive Officer.
GLEAMNS has a list of conduct and behavior that GLEAMNS deems inappropriate and is prohibited. Such conduct is counter to a productive safe work environment. This list is intended only as a guideline to conduct that is deemed inappropriate by the commission and is not intended, and should not be considered, to be all inclusive. (Page 37 in Handbook)
Confidentiality of Program Information and Agency Property

All GLEAMNS employees, including Head Start employees, volunteers, and consultants, are covered by this policy. It is the policy of GLEAMNS to maintain strict control over access to work locations and employment records, including information stored on GLEAMNS’ computers in order to maintain confidentiality of these records. Information about GLEAMNS, its clients, supplies, students, or employees should not be divulged to anyone other than the persons who have a need to know or who are authorized to receive such information.
Annual Leave

Annual Leave is available to eligible regular full-time employees of GLEAMNS (except for nine-month employees in the Head Start Program who receive personal days in accordance with their written Compensation Agreement). Employees are not eligible to use annual leave until completion of their introductory period. Annual leave will accrue during the introductory period, but an employee must successfully complete his/her introductory period to be entitled to any annual leave.
Sick Leave

- Sick Leave is available for regular full-time employees for personal illness, injury, or medical treatment or the treatment, injury, or illness of a family member. Family member under this policy includes spouse, children, foster or adopted children, and the employee’s parents. Employees are not entitled to use any sick leave until successful completion of the introductory period. Employees may earn sick leave during the introductory period to be used after successful completion of the introductory period.

- Regular full-time employees who work at least 40 hours during each workweek earn sick leave at a rate not to exceed one and one fourth working day (9.375 hours) per full calendar month of service (i.e. maximum of 15 days per year).
Family and Medical Leave Policy

Pursuant to the Family Medical Leave Act (FMLA), GLEAMNS grants unpaid leave for periods of absence in accordance with the terms of this policy. This policy is intended to grant leave pursuant to the FMLA, not more leave. This policy is intended to grant leave for reasons which qualify for leave under the FMLA, not for additional reasons. This policy is intended to explain what rights or benefits the FMLA provides, not grant more benefits than the Act provides.

While on leave under this policy, an employee may not engage in any other work or employment unless he or she has written approval from GLEAMNS. If an employee who is granted an unpaid leave under this policy becomes able to work before the expiration of the amount of leave given, the employee is expected to return to work before the expiration of the leave.
Family and Medical Leave Policy (Cont.)

INTERMITTENT FMLA vs. FMLA LEAVE

Intermittent FMLA means an eligible employee can take leave in an "on" and "off" basis. The employee can also take FMLA leave in a continuous way.

The Family and Medical Leave Act of 1993 is a United States labor law requiring covered employers to provide employees with job-protected and unpaid leave for qualified medical and family reasons. FMLA should begin for an eligible employee who has been absent for more than three consecutive calendar days for a qualified reason. GLEAMNS must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

• For the birth and care of the newborn child of an employee;
• For placement with the employee of a child for adoption or foster care;
• To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
• To take medical leave when the employee is unable to work because of a serious health condition.
(Q) What and when do I need to tell my employer if I plan to take FMLA leave?

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable—generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer’s usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for an employer to reasonably determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee’s qualifying family member is under the continuing care of a health care provider.
(Q) Is an employee required to follow an employer’s normal call-in procedures when taking FMLA leave?

Yes. Under the regulations, an employee must comply with an employer’s call-in/email procedures unless unusual circumstances prevent the employee from doing so (in which case the employee must provide notice as soon as he or she can practicably do so). The regulations make clear that, if the employee fails to provide timely notice, he or she may have the FMLA leave request delayed or denied and may be subject to whatever discipline the employer’s rules provide.
Questions?