FAQs FOR LACOE EMPLOYEES ON COVID-19 AND WORK REQUIREMENTS

Q1. Do I need to report to work on Monday, March 16, 2020?

A: Yes, all staff should report to their regular work location on Monday, March 16, 2020. Staff with special circumstances should discuss their situation with their supervisor and/or Human Resources. Special circumstances include, but are not limited to:

- Over 65 years old
- Currently ill
- Currently Pregnant
- Has a pre-existing condition such as heart disease, diabetes, lung disease, or an immune deficiency

If you fall into one of these categories, please communicate with your supervisor or Human Resources

Q2. How will I know if I am required to work over the next two weeks?

A: Each division will create and communicate a plan to perform essential job functions over the next two weeks. This plan will guide your next two weeks. Employees will be classified into one of three tiers.

- Cannot report to an Office work location
- Will telecommute and report to an Office work location on an alternative schedule
- Must report to an Office work location

Q3. If I am a Classified employee working at a school site, should I stay home for the next two weeks since schools will be closed?

A: Classified employees will report to work on Monday and staff will be informed of the plan for the next two weeks. Employees in the following job classifications should plan on coming to work each day to assist with essential tasks in support of the schools:

- Custodial and Maintenance Staff
- Business Services Personnel as specified by the supervisor
- Technology Services Staff
Q4. If I am required to work, should I plan on coming to work each day for the next two weeks?

A: The amount of time you will need to work will vary based on your job classification and on the tasks you will be assigned. This will be discussed in each unit on Monday.

Q5. If I cannot go to an Office work location, will I be paid?

A: All employees will be paid in these extraordinary circumstances. It is expected that employees communicate with their supervisor on a daily basis if they are not able to report.

Q6. If I am a regular employee and called in to work, but not needed for my entire regular work schedule, will I be paid only for the time I actually work?

A: No, you will be paid for the entire time that you are typically scheduled to work.

Q7. If my child or other dependent attends a school that is now closed, and I cannot make daycare arrangements, what should I do?

A. You should notify your supervisor that you will need to stay home. Your supervisor may assign you to work from home, if appropriate. You will not be penalized for taking the time off for childcare purposes.