

SACRAMENTO EMPLOMENT AND TRAINING AGENCY EMERGENCY SERVICES POLICY

The Sacramento Employment and Training Agency is committed to providing essential services to the community even during times of local, state or national emergency. If the City of Sacramento, the County of Sacramento, the State of California or the United States declares a state of emergency that implicates the continued provision of services by the Agency, the Executive Director is granted broad authority to take actions designed to comply with the declaration of emergency. These actions include, but are not limited to, closing of SETA facilities, limiting public access to SETA facilities, requiring work to be performed from alternative locations, providing for telecommuting, modifying employee duties consistent with job specifications or furloughing employees.

MODIFICATION OF WORK ASSIGNMENTS AND OR LOCATION

A. Essential Employees.

1. Positions that are determined by the Executive Director to be essential to providing community services to the public and to ensure continuity of Agency operations shall be considered Essential Employees during any period of emergency.
2. Essential Employees may still be required to report to work.
3. Alternative locations and/or alternative work schedules may be required.
4. Essential Employees who can perform their work remotely may be required or approved to telecommute.

B. Non-Essential Employees.

1. Employees in positions determined by the Executive Director to be Non-Essential, but who can perform their work remotely, may be required or approved to telecommute.
2. Such Non-Essential employees shall perform any assigned duties remotely and shall be available by telephone and email during their scheduled shift, if needed by the Agency for any reason.

C. Salary and Benefits.

All Essential and Non-Essential Employees working or available to work as provided above shall be paid at the employee's regular rate of pay, with full benefits and without loss of seniority, step increases, vacation and/or sick leave accruals.

EMERGENCY ADMINISTRATIVE LEAVE

During periods of emergency, the scope and nature of the emergency may render certain employees unable to either report to work or perform duties remotely. In such circumstances, the Executive Director may place employees on Emergency Administrative Leave for limited periods of time, consistent with the following procedures.

A. Individual Employees Unable to Provide Service.

Individual Employees who are not able to perform work remotely or cannot report to work due to circumstances related to any declaration of emergency, or as a result of impacts on the employee directly, may submit a request to the Executive Director for Emergency Administrative Leave with pay during any period of emergency.

- B. Employees in Positions Unable to Provide Service.
Consistent with any declaration of emergency, and/or any guidance or directive received from Agency funding sources, the Executive Director may determine that the emergency precludes certain employees from providing services, either at work, or remotely. In such circumstances, the Executive Director, or designee, may place all such employees on Emergency Administrative Leave with pay.
- C. In deciding whether to place any employee(s) on Emergency Administrative Leave with pay, the Executive Director shall determine that doing so does not violate any of the Agency's grant or contract obligations and that funds are available to pay for such leave.
- D. Any Employee placed on Emergency Administrative Leave with pay shall be paid while on such leave at such employee's regular rate of pay, with full benefits and without loss of seniority, step increases, or vacation and sick leave accruals.
- E. If the Executive Director determines that Emergency Administrative Leave is not warranted or advisable, employees denied such leave shall be allowed to use accumulated personal/vacation leave or shall be furloughed until such time as the declaration of emergency is terminated and the employee is able to return to work or perform work assignments remotely.
- F. Emergency Administrative Leave may be granted and extended for such period(s) of time as determined by the Executive Director to be appropriate, but in no event shall Emergency Administrative Leave extend beyond forty-five (45) calendar days, unless specifically authorized by the Governing Board.
- G. No Employee who refuses a work assignment during a period of emergency shall be eligible for Emergency Administrative Leave, unless a bona fide reason for the refusal exists as determined by the Executive Director.