



Date: March 18, 2020
To: All City of Fremont Employees
From: Allen DeMers, Human Resources Director
Subject: COVID-19 HR Time Reporting and Emergency Activity Tracking Advice

Hello Everyone,

HR has received a number of questions regarding timekeeping/time-reporting under these unusual circumstances. We also want to provide guidance for recording time spent specifically responding to COVID-19 related emergencies in light of the potential for disaster relief reimbursement at a future date. HR has done its best to provide plain spoken direction on these topics. Unfortunately, the issues are becoming increasingly complex. We will do our best to share actionable information only, but please be patient with us as we wade through increasingly technical issues.

Time Reporting: Most normal time reporting rules still apply. If you are an exempt/management employee, your normal time reporting rules apply. If you are an hourly employee, make sure that you accurately record your time worked. Follow your Department’s normal practices related to overtime approval and time coding. Managers who supervise staff without PeopleSoft access should make sure to report time for those employees to make sure that they get paid. However, there are some new situations developing and we will address them here:

- Teleworking: There is no special telework code. Accurately record and report your telework time as if you were working in the office.
- Paid Administrative Leave: Staff on paid admin leave should code (or have someone code for them) time using the appropriate Time Reporting Code listed below. They should report the number of hours that they are normally assigned to work without overtime. Most employees will report 80 hours per pay-period.
- A Combination: Some staff members may be on Paid Admin Leave, get assigned a few hour of regular work, then switch back to Paid Admin Leave. Some staff members may start the week performing regular duties, then revert to Paid Admin Leave after a project is completed. In any case, accurately report which hours were Paid Admin Leave and which were regular time worked (REG) on your time card.

Employee Group	Time Reporting Code	Override Reason
CFEA, Confidential	APF (Administrative Leave)	ADM
OE3, PETA	ALP (Administrative Leave)	ADM
FAME, Unrepresented Management	ALX (Administrative Leave)	ADM

Coding COVID-19 Response Activities: We don't yet know for sure which activities related to COVID-19 will be reimbursable under state or federal guidelines. For the time being, we ask that you use the following procedures to log your COVID-19 Emergency Response Activities:

- **What counts as an emergency response activity to COVID-19?** FEMA's definition of work eligible for reimbursement is "emergency protective measures to eliminate or lessen immediate threats to lives, public health, or safety."
- **Who should track their activities and how?** Any City employees engaged in work eligible for reimbursement should maintain a daily log that records their emergency hours worked (beginning and ending), the location/address, and a description of the emergency work performed. The description should clearly document how the employee was providing emergency protective measures. This includes emergency operations center (EOC) activities.
- **Should I track resources I use?** If a City vehicle was being used to provide the emergency protective measures, the employee should log the date and times of use, the year, make, and model of the vehicle, the starting and ending odometer reading, and the origin and destination of the trip(s). The same information should be captured for a personally-owned vehicle, but the employee should also request mileage reimbursement from the City.
- **What about managers and exempt employees?** Although exempt employees are not eligible for FEMA reimbursement, they should track their emergency time as it may be possible to apply those costs against the local share of eligible costs (FEMA typically requires 25% of costs be paid from local sources).

If you have questions about recording reimbursable emergency activities, please email the Finance Department at finance@fremont.gov.

Finance and HR will continue to work on developing advice and procedures related to time card and disaster activity tracking. We expect upcoming legislation will require HR to create new time reporting obligations and we will do our best to provide employees with an explanation of the new requirements in a user-friendly manner.

Thank you,

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