

Date: April 2, 2020  
To: All City of Fremont Employees  
From: Mark Danaj, City Manager  
Subject: COVID 19 update for all employees

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Hello Everyone,

As you are likely aware, the Alameda County Health Officer has extended its Shelter in Place Order [through May 3, 2020](#). I am writing to clarify the status of regular employees during the extended period and also to let you know how we can work together as we prepare for the future. Generally speaking, the rules and practices that the City has implemented will extend [through Sunday, May 3, 2020](#). This means that the rules governing work status are as follows:

- **Essential Regular Personnel:** You have been designated as essential and you are either reporting to work or are engaged in telework. If your management team has made special changes to your schedule or work practices to address this emergency, expect those changes to remain in place through at least [May 3, 2020](#) or longer if they have already identified an implementation schedule.
- **Regular Teleworking Personnel [through May 3, 2020](#):** If you are currently teleworking:
  - Your department will attempt to continue this arrangement [through May 3, 2020](#).
  - Stay flexible as assignments may change and new responsibilities may be identified.
  - Check in with your manager regularly.
  - Be aware that your telework status may change and that your department may need you to report in person when safe and necessary. Department management teams will develop safe practices to allow additional in-person reporting as needed.
- **Regular Personnel on Paid Administrative Leave:** Paid Administrative Leave will again be extended to employees who have been directed to stay home on the same terms described in the City's original announcement. As a reminder, paid administrative leave encompasses specific responsibilities:
  - Be ready to perform telework or report to work if notified that appropriate or essential work has been identified. **Your status may change at any time and you may be directed to report to work if appropriate work assignments/projects are identified.**
  - Stay local.
  - Stay accessible by phone.
  - Stay at home so that you can help reduce possible exposure to the virus.
  - Remember, all City of Fremont personnel are Disaster Service Workers and may be required to report to work if conditions change.

- **Temporary Staff that Have Had their Regularly Scheduled Work Hours Reduced or Eliminated:**
  - I have authorized an additional, final pay period of salary continuance to temporary staff that have had their regular schedule reduced or eliminated as a result of this emergency.
  - Temporary staff will receive pay equal to their regularly scheduled hours for the pay period occurring between [March 29 through April 11, 2020](#). That pay will be reflected in the paycheck you receive [on April 17, 2020](#).
  - The City hopes to restore those temporary regular schedules after this crisis has passed and the City will not be separating temporary employees from service.
  - Human Resources will be contacting each temporary employee via mail to provide them with additional information about special unemployment assistance that has been made available by the Federal Government.
  
- **What Happens [After May 3, 2020](#)?** We are experiencing an unprecedented event and it is putting a substantial strain on the City's financial resources. While we are still analyzing the specifics, we currently project substantial budget shortfalls this year and next year. The City cannot extend paid administrative leave indefinitely and a decision has not been made at this time regarding whether admin leave will be available to regular staff [after May 3, 2020](#). We will be using the next 30 days to strategize and develop a plan of action to address the immediate budget shortfalls and to identify assignments for employees currently on paid administrative leave.
  - Department Directors will be asked to review all staff currently on administrative leave and identify opportunities to safely allow those staff members to perform their regular assignments via telework or in person as is appropriate.
  - Human Resources will be seeking volunteers to determine if there are regular employees currently using admin leave that would be willing to be reassigned to a different City assignment during this emergency. Such reassignment would take place when a willing volunteer has a skill set that aligns with an unmet need elsewhere. More information about this effort will be forthcoming.
  
- **Other Fiscal Actions the City is Taking:**
  - At my direction the City has paused all non-essential hiring in an effort to preserve budget flexibility and to preserve payroll resources for existing employees.
  - All budget enhancement proposals for Fiscal Year 2020/2021 have been withdrawn.
  - Department Directors have been asked to review options to reduce operating budgets in Fiscal Year 2020/2021.

This is a difficult situation, but we are rising together to meet the challenge. The City's leadership team is working diligently to address this situation in a way that minimizes negative impacts to our Fremont team. We are also doing everything we can to ensure the safety of employees who are at work and/or in the community providing essential services. I hope you and your families remain safe and healthy.

Thank you for your work, dedication and understanding.