

Date: April 29, 2020
To: All City of Fremont Employees
From: Mark Danaj, City Manager
Subject: City of Fremont Update

City of Fremont Team Members,

As you are likely aware, Alameda County, along with several other Bay Area Counties, extended its Shelter in Place Order through **the end of May, 2020**. I want to keep everyone informed of the City's plan as we continue to navigate this unprecedented situation. As I discussed in my last citywide message, Fremont will not be able to extend Paid Administrative Leave beyond [May 3, 2020](#). However, department leadership teams have been working very hard to ensure that all City employees continue to work and receive their regular pay and benefits and they have identified alternate safe, appropriate, socially distanced projects and assignments that could be performed during the extended Shelter in Place time. These assignments will continue to use as much telework as possible but when physical presence is necessary, work will be conducted using protective equipment, physical barriers and at least six feet of distance between staff members. Conference rooms and communal workspaces will generally remain closed and schedules and vehicle assignments will continue to be changed to minimize employee contact. Departments will enact additional location specific safety precautions in consultation with Risk Management and the Fire Department and these actions will evolve as the advice from the County changes.

In a few rare cases, staff members that cannot safely return to their regular assignment and department will be offered voluntary reassignment, through the end of May, to a different department or to a new Community Outreach and Relations team that the City. I'm very proud that, even in the absence of paid administrative leave, **employees that want to continue to work will be able to continue to work**.

To reaffirm where everyone in the organization stands, effective [May 4, 2020](#), all City employees will fall into one of the following categories:

- **Essential Regular Personnel:** Employees that have been designated as essential and 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 the end of May or longer.
- **Regular Teleworking Personnel:**
 - Departments will do their best to continue this arrangement through (at least) the end of May.
 - HR will be revising the City's Telework Policy to address the increased need for telework brought about by COVID-19.
 - Employees are expected to check in with their managers regularly.
 - Be aware that staff's telework assignment or status may change and that the departments may need you to report in person when safe and necessary. Department management teams will apply safety practices to allow additional in-person reporting when needed.
- **Regular Personnel Transitioning from Paid Administrative Leave:** Paid Administrative Leave will no longer be offered effective [May 4, 2020](#)
 - Department management team members will contact any regular employees that remain on paid administrative leave to discuss work status within the employee's home Department.
 - If the Department management team has not been able to identify safe, appropriate work, HR will contact the employee to discuss voluntary reassignment. If the employee agrees to a voluntary temporary reassignment, the employee will maintain their regular pay rate and benefits throughout the temporary reassignment.
 - If the employee declines the temporary reassignment, the employee may use their own accrued general leave balances or may qualify for pay continuation benefits under the Families First Coronavirus Relief Act, see www.fremont.gov/3603/COVID-19-Employee-Resources

- **Temporary Staff that Have Had their Regularly Scheduled Work Hours Reduced or Eliminated:**
 - We are still hopeful that we will be able to resume some of the reduced or cancelled temporary staff work when the Shelter in Place is lifted.
 - Please check the HR website at www.fremont.gov/412/Human-Resources to review financial benefits that temporary staff may qualify for as a result of reduced or eliminated work hours.

- **Other Fiscal Actions the City is Taking:**
 - At my direction, all non-essential hiring remains paused to maintain budget flexibility.
 - Each City department has identified substantial non-personnel budget cuts, all of which will be needed to balance the Fiscal Year 20/21 budget.

I am grateful for the exceptional work that our Fremont team has been doing over the last several months. If we continue to work together with grace, passion, and intelligence we will weather this storm and be stronger for it.

Best,

Mark Danaj