



Date: May 21, 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 and Finance want to remind everyone of the process for reporting COVID-19 response work time. The attached PDF documents provide detailed instructions for both hourly and exempt employees reporting COVID-19 response activity. In particular, please remember that in order to have our COVID-19 response activities qualify for potential reimbursement, we need to make sure that:

- ***Reported time must be spent specifically responding to COVID-19 related emergencies.*** Regular City activities and services, even if performed via telework, don't generally qualify as COVID-19 response and need not be reported as COVID response time on your timecard.
- ***Please make sure to enter a brief description of the COVID-19-related activity you are reporting in the comments field on your time card.*** Please review the sample timecards in the attachments for guidance.

Thanks for helping us prepare to seek reimbursement for qualifying COVID-19 response activities. If you have additional questions about determining which activities qualify, please review the attachments or contact the Finance Department at 510-494-4610

Thanks,

Allen DeMers | Human Resources | City of Fremont
510.494.4651 ademers@fremont.gov