



## TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212  
Tel 650.997.8300 • Fax 650.997.8308

Date: June 16, 2020  
To: **All Employees**  
From: Letty Juárez, Human Resources Manager  
Subject: COVID-19 – Update HR Plan

Thank you all very much for your cooperation and teamwork during COVID-19 and Shelter-in-Place. These truly have been some turbulent times for all of us. We are very grateful to our City Council for providing the PPTO hours to work with the *Families First Coronavirus Response Act* (FFCRA) hours. For some employees without these hours, they would have run into financial hardship.

As you may remember, the Town's PPTO time (with a cap of 160 hours) expired June 1<sup>st</sup>. Moving forward, only the FFCRA is in effect with a cap of 80 hours through December 31, 2020. Per law and Colma's Reso No.2020-11, FFCRA will supplement the time employees have already utilized through the PPTO program up to 80 hours.

Example: If an employee used 50 hours prior to June 1, he/she will only have 30 hours left to use by December 31. If, however, the employee used 80 or more hours prior to June 1, he/she will have no hours and will need to use sick leave for the purposes as stated in the FFCRA.

### **The FFCRA generally provides that employees of covered employers are eligible for:**

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Please check the website at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave> for further clarification on qualifications.

John Irish Goodwin, Mayor  
Diana Colvin, Vice Mayor

Helen Fisicaro, Council Member • Raquel P. Gonzalez, Council Member • Joanne F. del Rosario, Council Member  
Brian Dossey, City Manager

Keep in mind that the Town designates certain positions as “emergency responders” that are not eligible for the FFCRA paid sick leave, the extended paid family leave, or both.

The regulations define an emergency responder as:

*Anyone necessary for the provision of transport, care, healthcare, comfort and nutrition of such patients, or others needed for the response to COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technician, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, public works personnel, and persons with skills or training in in operating specialized equipment or other skills needed to provide aid in a declared emergency, as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.*

The Town of Colma has designated police, dispatch, and public works maintenance personnel as “emergency responders,” and are ineligible for this benefit.

Please review the PPTO hours you have taken as of May 31<sup>st</sup> to determine the number of hours you may or may not have available under FFCRA. Feel free to reach out to me if you have any questions or concerns regarding this information.

REMINDER, these continue to be stressful times. If you need to talk to someone, the Town provides an Employee Assistance Program through MHN. Please call them at 1-888-327-0010 or visit and log into [mhn.advantageengagement.com](http://mhn.advantageengagement.com) with Company code: [townofcolma](http://townofcolma).

*Please remember that we are in this together and we will get through this together. Stay safe and stay healthy!*