
From: Faye Moseley
Sent: Thursday, March 19, 2020 6:39 PM
Subject: COVID-19 ALL CITY EMPLOYEE COMMUNICATION (03 19 20) - PLEASE READ URGENT COMMUNICATION
Attachments: COVID-19 All City Employee Communication (3 19 20).pdf
Importance: High

Hello:

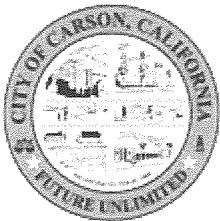
Our Mayor and City Council declared a local emergency in response to the coronavirus pandemic by approving and ratifying the adoption of Resolution No. 20-053 on March 17, 2020. This emergency declaration is a preparedness measure and allows the City to put provisions in place to protect our employees, access resources and recover costs. The decision was made in light of the President's National Declaration of Emergency, and the confirmed cases of coronavirus in Los Angeles County, including the City of Carson. The Disaster Council has been activated. Please read the attached Employee Communication for All City Employees.

Information for City of Carson Employees will be emailed internally, posted on our company intranet site AND posted on our external website under Human Resources/COVID-19 Employee Information. Frequently Asked Questions (FAQs) related to Human Resources, Benefits and Payroll will be posted internally and externally and updated as we move forward.

We thank you for your full cooperation during our declared state of emergency.

Faye Moseley
Director of Human Resources & Risk Management
City of Carson
701 E. Carson Street
Carson, CA 90745
Ph: 310.952.1735 Fax: 310.830.2471

City Hall is Closed on Friday





CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: ALL CITY OF CARSON EMPLOYEES

**FROM: FAYE MOSELEY, DIRECTOR OF HUMAN RESOURCES & RISK
MANAGEMENT**

SUBJECT: CITY OF CARSON – COVID-19 RESPONSE

DATE: MARCH 19, 2020

Our Mayor and City Council declared a local emergency in response to the coronavirus pandemic by approving and ratifying the adoption of Resolution No. 20-053 on March 17, 2020. This emergency declaration is a preparedness measure and allows the City to put provisions in place to protect our employees, access resources and recover costs. The decision was made in light of the President's National Declaration of Emergency, and the confirmed cases of coronavirus in Los Angeles County, including the City of Carson.

The health and safety of our employees is our top priority. Carson City Hall, all City facilities, the Community Center and parks have been closed to members of the public at least through April 21, 2020, but until further notice. All City Board, Commission and Advisory meetings are canceled with the exception of the City Council, Planning Commission, and Carson Reclamation Authority meetings. Those meetings will be conducted via telephonic or videoconferencing. Only certain City employees with valid identification will be permitted entry into any city public facility.

The City's Disaster Council has been activated as a result of the declared emergency. Essential services have been identified and workforce staffing levels will be reduced immediately, where applicable and as needed. Unless directed otherwise by the Disaster Council, all employees *not required* to perform essential services should not report to work and should not engage in any work for the City, whether in person or remotely, until further notified by the City.

We are all feeling vulnerable these days. Please know that your health, safety, well-being and ability to care for your families are important to us. Our Mayor and City Council have directed City Executives to ensure that we take care of our employees to the fullest extent possible. As such, this is what we definitely know today and are confirming in order to provide you with a level of comfort during this unpredictable declared emergency -

The following information is applicable to all employees who are not required to report to work, either in person or remotely:

- Your healthcare benefits **WILL NOT** be impacted in any way during the time you are not required to report to work.

- You are required to apply for State unemployment insurance (“UI”) benefits at the California Employment and Development Department’s (“EDD”) website at https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm or by phone at 1-800-300-5616 (English) / 1-800-326-8937 (Spanish).
 - Through the UI benefits, you will receive a partial wage replacement during the time you are not required to report to work.
 - According to Executive Order N-25-20 issued by Governor Newsom, the EDD is waiving the one-week waiting period requirement, meaning that you will be eligible for UI benefits immediately from the time you are not required to report to work.
 - According to the EDD, employees who are expected to return to work with their employer within a few weeks are not required to actively seek work each week, but must remain able and available and ready to work during each week of the benefits claimed.
- The City **WILL** permit you to utilize available accrued leave balances (including going into the negative) to make up the difference between what you would receive in wages and the UI benefits. You are required to utilize available leave accruals. However, in no event will any employee be entitled to receive more than 100% of their wages.
- During the time you are not required to report to work, you **WILL** receive 100% of your wages and benefits from a combination of one or more of the following sources. Employees will be made whole one way or another:
 - UI benefits,
 - Required use of accrued leave balances,
 - City resources, or
 - other available local, State, and federal resources.
- Upon receipt of confirmation that you have filed an EDD claim, the City of Carson **WILL** pay 100% of your wages, inclusive of leave accruals, until your EDD claim is approved and your benefits have been confirmed.
- This City of Carson shut down and reduction in business operations constitutes temporary unemployment for employees not required for essential services.
- Filing for UI benefits will ensure that you do not utilize leave accruals unnecessarily.
- The City will maintain a list of all impacted employees to ensure that we can properly track your UI benefits, utilized leave accruals and augmented City wages during the declared emergency.

All *employees as identified who are required to perform essential services* should continue to report to work on your regular work schedule, or as determined otherwise by the City on a case-by-case basis.

Please note that as this is an evolving and an unpredictable situation, the City may need to redetermine that business needs move from non-critical to critical, or vice versa as we move forward. The City will continue to follow and evaluate the progression of the COVID-19 virus and the guidelines provided by the Centers for Disease Control and Prevention and the Los Angeles County Department of Public Health, and will provide updates as things evolve. In the meantime, if you have any questions or concerns, please contact Human Resources at extension 1736 or by email at HumanResources@carson.ca.us.

From: Sharon Landers
Sent: Sunday, March 22, 2020 1:22 PM
Subject: COVID-19 CITY MANAGER ALL EMPLOYEE COMMUNICATION - URGENT PLEASE READ
Attachments: COVID-19 City Manager All Employee Communication (FINAL 3 22 20).pdf; (COVID-19) Newsom Order n-33-20 - 2020-3-19 - Shelter in Place.PDF; (COVID-19) CISA Memo - 2020-3-19 - Critical Infrastructure Sectors.PDF

Importance: High

Hello:

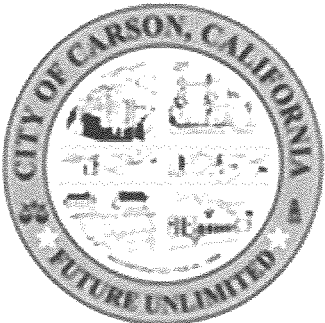
As a result of the City's declaration of a local emergency in response to the coronavirus pandemic on March 17, 2020 in Resolution No. 20-053, the City made the difficult decision to close all City facilities to the public, including the Community Center and parks. This decision is particularly appropriate, as confirmed by Governor Newsom's Executive Order N-33-20 issued on March 19, 2020, which requires "all individuals living in the State of California to stay home or at their place or residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors," as outlined by the federal Department of Homeland Security's Cyber and Infrastructure Security Agency (CISA) in its March 19, 2020 Memorandum. (Executive Order N-33-20 and CISA Memo dated March 19, 2020 are attached.)

Please ensure that you read the attached important communication from me. Every employee is a respected and valued contributor to this organization, and each one of you plays a productive role in the community. This is an unprecedented health crisis that has required the City to make tough decisions to keep *all* of our employees safe. So we all need to work together to support each other, encourage cooperation, and protect our community.

Together, we will get through this.

Sharon Landers
City Manager
City of Carson
701 E. Carson Street
Carson, CA 90745
Ph: 310.952.1728

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CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: ALL CITY OF CARSON EMPLOYEES

FROM: SHARON LANDERS, CITY MANAGER/DIRECTOR OF EMERGENCY PREPAREDNESS

SUBJECT: CITY OF CARSON – COVID-19 RESPONSE

DATE: MARCH 22, 2020

As a result of the City's declaration of a local emergency in response to the coronavirus pandemic on March 17, 2020 in Resolution No. 20-053, the City made the difficult decision to close all City facilities to the public, including the Community Center and parks. This decision is particularly appropriate, as confirmed by Governor Newsom's Executive Order N-33-20 issued on March 19, 2020, which requires "all individuals living in the State of California to stay home or at their place or residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors," as outlined by the federal Department of Homeland Security's Cyber and Infrastructure Security Agency (CISA) in its March 19, 2020 Memorandum. (Executive Order N-33-20 and CISA Memo dated March 19, 2020 are attached.)

As a result, it is necessary that the City adhere to the federal and State governments' mandate to identify essential services critical to the City's governmental operations in support of the federal infrastructure sectors while reducing its other non-critical operations, as outlined in the CISA Memo dated March 19, 2020. Each one of you is a valuable member of our team, and *all* the services you perform are important City functions that contribute to the smooth and efficient operation of the City's services. However, to the extent your services are not immediately essential to maintain public safety, critical infrastructure, or internal functioning of the City, you are required not to report to work or do any work at home, in order to reduce and slow the community spread of COVID-19, as mandated by the Governor's Executive Order. Even for those services that are immediately essential, the City is seeking to manage with fewer employees to further reduce the opportunity for community spread of the virus, so that lives throughout the community can be saved from this pandemic.

Please understand that the health and safety of our employees is and will remain our top priority throughout this declared emergency. *Therefore, it is important that each employee adhere to all of the directives detailed in the Director of Human Resources & Risk Management's prior memorandum dated March 19, 2020, including the directive for all employees not required to perform essential services to remain at home, not report to work, and not engage in any work for the City, whether in person or remotely, until further notified by the City.* The circumstance of an employee not reporting to work either in person or remotely is being treated similarly to a leave of absence, and the City will adhere to standard policies and procedures used to protect employees and their time away from work in those circumstances. This includes excluding employees off work from having access to work emails. Those employees who have

ever been on a leave of absence in the past (such as FMLA/CFRA leave or workers compensation leave) can appreciate that not having access to work emails protects them from illegally being required to work while they are on leave. (*Sherman v. AI/FOCS, Inc.*, 113 F. Supp. 2d 65, 70–71 (D. Mass. 2000); *Arban v. West Publishing Corp.*, 345 F.3d 390, 405 (6th Cir. 2003).) Our goal is to protect you and your colleagues.

Every employee will be notified when their services are required or when it is safe to return to work. Again, only employees required to perform essential services will be permitted entry into any City facility. Failure to follow the above or any other directive constitutes insubordination under Rule XIV, Section 1(d) of the City of Carson Personnel Rules, and is a legitimate reason for disciplinary action, up to and including termination. This is not a lay-off, nor do we intend it to lead to a lay-off or termination. But please note, insubordination to management directives which are all for the health and protection of our community can lead to termination.

Every employee is a respected and valued contributor to this organization, and each one of you plays a productive role in the community. This is an unprecedented health crisis that has required the City to make tough decisions to keep *all* of our employees safe. So we all need to work together to support each other, encourage cooperation, and protect our community. Together, we will get through this. I assure you that I am evaluating the situation on a daily basis. If any adjustments are necessary to better protect you, I will immediately implement them.

In the meantime, if you have any questions or concerns or would like to make the City aware of any unique circumstance you may be facing, I am making myself personally available to respond to you. Please use your personal e-mail to contact me at slanders@carson.ca.us or you can call me at (310) 952-1728.



CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: CITY OF CARSON EMPLOYEES IMPACTED BY THE CITY CLOSURE

FROM: SHARON LANDERS, CITY MANAGER/DIRECTOR OF EMERGENCY PREPAREDNESS

SUBJECT: COVID-19 COMMUNICATION REGARDING UNEMPLOYMENT BENEFITS

DATE: APRIL 2, 2020

On March 19, 2020 and March 22, 2020, the City sent communications regarding directives for all employees not required to perform essential services (“Impacted Employees”) to remain at home, not report to work, and not engage in any work for the City until further notice. The City also directed Impacted Employees to file for State unemployment insurance (“UI”) benefits with the State Employment Development Department (“EDD”). As this is all unfolding in real time and as the situation is evolving, this memorandum serves to provide you with an additional explanation regarding your UI benefits and to provide more clarification and direction on your rights and responsibilities.

A. UI Benefits and Accrued Leave

The City previously issued a directive for all Impacted Employees to file for State UI benefits, while at the same time reminding you that the City will allow the use of accrued leave balances to make up the difference between what you would receive in wages and UI benefits. Again, to be clear (and as repeatedly stated at Council meetings and made clear in the Emergency Resolution unanimously approved by the City Council on March 17, 2020), all employees will be made whole if they follow the City’s set forth protocols. This was very succinctly stated at the Council meeting on March 31, 2020.

You must provide the City with documentary evidence or proof confirming that you submitted a claim to EDD for UI benefits at this time. This means providing the City with a screenshot or copy of the claim submission with a claim number. The City must receive your document **as soon as possible** but in no event later than 4/9/2020. If you are having difficulties applying, we need to know the issue in writing by 4/9/2020. Submission of the required document confirming your application to EDD is required in order to accrue negative leave balances to supplement your UI benefits. Also, it is the City’s understanding that a verification letter regarding the City’s closure and your situation is not required to be submitted as part of the EDD claim submission process, so you will not need a verification letter prior to submitting a claim. We will be providing one to you anyway since you might find it helpful for other purposes.

Some Impacted Employees have asked whether they can use their accrued leave during the time they are off work rather than file for UI benefits. If an Impacted Employee chooses that route

and does not apply for UI benefits by 4/9/2020, the employee will not be allowed to go into a negative leave balance. *Only Impacted Employees who file for UI benefits will be allowed to go into a negative leave balance. Again, filing for UI benefits by 4/9/2020 will ensure that you do not have to utilize your leave accruals unnecessarily.*

B. Additional Unemployment Benefits From the Federal Government

Now the good news: on Friday, March 27, 2020, Congress adopted HR 748 -- the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the largest economic stimulus bill in the history of the country. One of the notable initiatives of the CARES Act is the provision of UI benefits by the federal government for individuals affected by the COVID-19 pandemic.

*This is great news, because this means Impacted Employees who file for and are entitled to receive State UI benefits may also be entitled to receive an additional \$600 per week in federal UI benefits for up to four (4) months. Since Governor Newsom waived the one-week waiting period for State UI benefits, qualifying employees will also be entitled to receive the additional \$600 per week from the federal government the first week you file for UI benefits. **The additional \$600 per week is not dependent upon an employee's income.** This means that an Impacted Employee entitled to receive State UI benefits may receive an additional \$600 per week, **REGARDLESS OF THEIR REGULAR SALARY, ALLOWING SOME IMPACTED EMPLOYEES TO COLLECT MORE IN UI BENEFITS THAN THEY WOULD OTHERWISE RECEIVE WHILE WORKING.** For example, a part-time employee earning \$13/hour and working 20 hours per week, for a total of \$260 per week, may be entitled to State UI benefits of \$145 per week and federal UI benefits of \$600 per week, for a total of \$745 per week. This will further reduce the amount of accrued leave you will have to draw upon.*

However, only Impacted Employees who file for State UI benefits may be entitled to receive this additional compensation.

The City will continue to evaluate its options on a daily basis and choose a course of action that will maintain the health and safety of *all* our employees. You and your family are integral members of the City team and vital contributors to the community. Our Mayor and City Council have directed the City Administration to take care of all our employees to the fullest extent possible, and we will endeavor to make you whole.

If you have any questions or concerns regarding the above, I am making myself personally available to respond to you. Please use your personal e-mail to contact me at sllanders@carson.ca.us or you can call me at (310) 952-1728. You can also call Human Resources at (310) 952-1736 or email HumanResources@carson.ca.us.