

Glass Fire Employee Situation Coding Matrix: 09/27/2020 – 10/05/2020

Please note, these are general instructions as of the listed dates. The County reserves the right to update this document to provide further clarity, and determine different emergency pay provisions when the effective dates expire. Please contact your department Payroll Clerk regarding specific situations which fall outside of the provided guidance, and your Payroll Clerk will work with Auditor Payroll arrive at a solution.

- This information contained herein is to provide guidance and instructions for completing your timecards in light of the County-wide emergency due to the Glass Fire disaster and emergency.
- Schedule changes are in effect for all employees. Overtime will not be paid pursuant to the notice of schedule change provisions in the County's MOUs/Salary Resolution. All applicable hours should be coded with disaster coding and overtime will only be paid based on the overtime provisions in the applicable MOU/Salary Resolution.
- Disaster Paid Not Worked (DPNW) or EH Disaster Paid Not Worked (EH DPNW) pay may only be applied to employee's timecards at the close of the pay period. DPNW hours are authorized only to the extent necessary to ensure that employees meet their FTE for a given pay period, after all hours worked and applicable leaves for the pay period have been recorded in TimeSaver and evaluated by Department Payroll Clerk, HRL or Auditor Payroll staff. DPNW pay is not eligible for shift differential.
- If you were assigned as a disaster worker and have more than one job class which you record time to, please input hours worked as a disaster worker in the job class most similar to the duties performed.
- When Teleworking, employees are not eligible for Phone Work during the assigned shift (based on applicable MOU/Salary Resolution).
- Employees who are assigned by department management to be on Standby outside their scheduled shift and are called to respond remotely, will be paid according to Phone Work or Call-Back (if they must travel to report to a physical work location), based on provisions in the applicable MOU/Salary Resolution.
- Shift differential will be paid in accordance with applicable MOU/Salary Resolution.
- MOUs and Salary Resolution can be found at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>

In addition to the Glass Fire emergency and disaster, many employees are also impacted by the COVID-19 public health crisis and emergency. DPNW is not authorized to mitigate the impacts of the COVID-19 public health crisis and emergency. Therefore, employees who are unable to report to their worksite or telework for reasons related to the COVID-19 public health crisis and emergency are not eligible to receive compensation for time not worked due to the Glass Fire disaster and emergency. Employees who are unable to report to work or to telework due to the COVID-19 public health crisis and emergency (including school closures, lack of dependent care, or other COVID-19 related reasons) should contact their HRL or the Disability Management Unit for guidance on how they should code their time.

**EMERGENCY CODING FOR GLASS FIRE EMERGENCY -
TIMESAVER MISCELLANEOUS LABOR LEVEL (LL7)**

The following are the labor codes established for Glass Fire emergency response work. Any work/time related to this emergency that is outside the normal scope of your regular duties should be coded to one of the listed codes.

<u>CODE</u>	<u>DESCRIPTION</u>
SON-DR-O32021	GLASS FIRE OVERALL DISASTER RESPONSE
SON-DR-E32021	GLASS FIRE EMERGENCY OPS CENTER (EOC)
SON-DR-D32021	GLASS FIRE DEPARTMENTAL OPS CENTER (DOC)
SON-DR-A32021	GLASS FIRE DEBRIS REMOVAL
SON-DR-C32021	GLASS FIRE CONT. OPERATIONS (COOP)
SON-DR-L32021	GLASS FIRE LOCAL ASSISTANCE CENTER (LAC)
SON-DR-R32021	GLASS FIRE RECOVERY – RE-ENTRY
SON-DR-S32021	GLASS FIRE SHELTERS

Effective: 09/27/2020 – 10/05/2020

All F/T and P/T Employees except Admin Mgmt, Appointed Dept. Heads, SCPA, SCDPDAA, DSLEM, and SCLEMA Employees

Scheduled to Work at OPEN County Facility

<u>Situation</u>	<u>Timecard Coding</u>
I was on a preapproved scheduled vacation, approved medical leave, approved EPSL or EFMLEA, or other prescheduled absence and was not scheduled to work.	<ul style="list-style-type: none"> For vacation, use Vacation Hours Taken, Floating Holiday or Compensatory Time Off For approved medical leave, record time according to your MOU or Salary Resolution For COVID-19 related absences, code according to the COVID-19 Coding Matrix
I was scheduled to work at a County worksite that was open and available for me to use, but I did not work my regularly scheduled shift because I reside in a MANDATORY evacuation zone, I had to evacuate from my residence, and I was not able to report to work or telework.	<p>Do not record hours for this shift.</p> <p>Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.</p>
I was scheduled to work at a County worksite that was open and available for me to use, but I did not work my regularly scheduled shift because I reside in an Evacuation WARNING zone or close to a WARNING zone and I decided to stay home and monitor and/or evacuate from my residence. I did not report to work and I was not assigned and/or able to telework.	Record hours to Vacation Hours Taken, Floating Holiday or Compensatory Time Off .
I was scheduled to work at a County worksite that was open and available for me to use, but I chose not to report to work due to air quality conditions which affect my health or my dependents health or similar health related situation.	If you are not able to work to medically care for yourself or a family member, record scheduled hours to Sick Leave Tkn . For a definition of ‘family member’, please consult your MOU or Salary Resolution. Please contact your department HR to discuss coverage under FMLA/CFRA.

I worked my normal job in my regularly scheduled shift or worked as a disaster service worker during my regular shift.	Use pay code Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.
I did not work my regularly scheduled shift at a County worksite because I was reassigned to work as a disaster service worker outside of my regular scheduled hours.	Use pay code Hours Worked to record hours actually worked. Add disaster coding to those lines you worked related to the disaster.
I worked my regular shift and I was assigned to work additional hours or as a disaster service worker at a shelter, DOC, EOC or other disaster related assignment.	Record Hours Worked for your normal shift and hours worked as a disaster service worker, Add disaster coding to those lines you worked related to the disaster.

Scheduled to Work at County Facility Closed Due to Fire

<u>Situation</u>	<u>Timecard Coding</u>
I was on a preapproved scheduled vacation, approved medical leave, approved EPSL or EFMLEA, or other prescheduled absence and was not scheduled to work.	<ul style="list-style-type: none"> For vacation, use Vacation Hours Taken, Floating Holiday or Compensatory Time Off For approved medical leave, record time according to your MOU or Salary Resolution For COVID-19 related absences, code according to the COVID-19 Coding Matrix
I did not work my regularly scheduled shift because I was told my worksite was closed, I was not assigned to report to an alternate work location, and I was not asked or ordered to work as a Disaster Service Worker and I was not assigned to telework.	<p>Do not record hours for this shift.</p> <p>Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.</p>
I did not work my regularly scheduled shift because I was told my worksite was closed and I reside in a MANDATORY evacuation zone.	<p>Do not record hours for this shift.</p> <p>Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.</p>
I worked my normal job in my regularly scheduled shift at an alternate worksite or worked as a disaster service worker during my regular shift.	Use pay code Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.
I did not work my regularly scheduled shift at a County worksite because I was told my worksite was closed and I was reassigned to work as a disaster service worker outside of my regular scheduled hours.	Use pay code Hours Worked to record hours actually worked. Add disaster coding to those lines you worked related to the disaster.
I worked my regular shift and I was assigned to work additional hours or as a disaster service worker at a shelter, DOC, EOC or other disaster related assignment.	Record Hours Worked for your normal shift and hours worked as a disaster service worker. Add disaster coding to those lines you worked related to the disaster.

Scheduled to TELEWORK

<u>Situation</u>	<u>Timecard Coding</u>
I was on a preapproved scheduled vacation, approved medical leave, approved EPSL or EFMLEA, or other prescheduled absence and was not scheduled to work.	<ul style="list-style-type: none"> • For vacation, use Vacation Hours Taken, Floating Holiday or Compensatory Time Off • For approved medical leave, record time according to your MOU or Salary Resolution • For COVID-19 related absences, code according to the COVID-19 Coding Matrix
I was scheduled to telework, but I did not work my regularly scheduled shift because I reside in a MANDATORY evacuation zone, I had to evacuate from my residence, and I was not able to report to work or telework.	<p>Do not record hours for this shift.</p> <p>Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.</p>
I was scheduled to telework, but I did not work my regularly scheduled shift because I reside in an Evacuation WARNING zone or close to a WARNING zone and I decided to stay home and monitor and/or evacuate from my residence. I did not report to work and I was not assigned and/or able to telework.	Record hours to Vacation Hours Taken, Floating Holiday or Compensatory Time Off.
I worked my normal job in my regularly scheduled shift or worked as a disaster service worker during my regular shift.	<p>For hourly timecards record your time as normal or use pay code TELE WKRD HRLY TIMECARD to record actual hours worked. For project view timecards use pay code Tele Wrkd Hrs to record actual hours worked. Add disaster coding to those lines you worked related to the disaster.</p> <p>If you performed work on-site, use pay code Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.</p>
I did not work my regularly scheduled shift because I was reassigned to work as a disaster service worker outside of my regular scheduled hours.	<p>For hourly timecards record your time as normal or use pay code TELE WKRD HRLY TIMECARD to record actual hours worked. For project view timecards use pay code Tele Wrkd Hrs to record actual hours worked. Add disaster coding to those lines you worked related to the disaster.</p> <p>If you performed work on-site, use pay code Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.</p>
I worked my regular shift and I was assigned to work additional hours or as a disaster service worker at a shelter, DOC, EOC or other disaster related assignment.	Record Hours Worked or TELE WKRD HRLY TIMECARD /Tele Wrkd Hrs for your normal shift and hours worked as a disaster service worker. Add disaster coding to those lines you worked related to the disaster.

Effective: 09/27/2020 – 10/05/2020

**Admin Mgmt, Appointed Dept. Heads, SCPA, SCDPDA, DSLEM, and SCLEMA
Employees**

Straight-Time Overtime has been authorized for time worked beginning September 27, 2020 until October 5, 2020, in an amount not to exceed forty (40) straight-time overtime hours per employee. Straight-time overtime may only be earned for work that is directly associate with the Glass Fire emergency. Only hours coded to “**MGMT Disaster OT – Track Only**” with Glass Fire disaster coding will be considered for straight-time overtime. Eligible hours recorded to “MGMT Disaster OT – Track Only” will be as straight-time overtime in the subsequent pay period.

Scheduled to Work at OPEN County Facility

<u>Situation</u>	<u>Timecard Coding</u>
I was on a preapproved scheduled vacation, approved medical leave, approved EPSL or EFMLEA, or other prescheduled absence and was not scheduled to work.	<ul style="list-style-type: none"> For vacation, use Vacation Hours Taken, Floating Holiday or Compensatory Time Off For approved medical leave, record time according to your MOU or Salary Resolution For COVID-19 related absences, code according to the COVID-19 Coding Matrix
I was scheduled to work at a County worksite that was open and available for me to use, but I did not work my regularly scheduled shift because I reside in a MANDATORY evacuation zone, I had to evacuate from my residence, and I was not able to report to work or telework.	<p>Do not record hours for this shift.</p> <p>Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.</p>
I was scheduled to work at a County worksite that was open and available for me to use, but I did not work my regularly scheduled shift because I reside in an Evacuation WARNING zone or close to a WARNING zone and I decided to stay home and monitor and/or evacuate from my residence. I did not report to work and I was not assigned and/or able to telework.	Record hours to Vacation Hours Taken, Floating Holiday or Compensatory Time Off .
I was scheduled to work at a County worksite that was open and available for me to use, but I chose not to report to work due to air quality conditions which affect my health or my dependents health or similar health related situation.	If you are not able to work to medically care for yourself or a family member, record scheduled hours to Sick Leave Tkn. For a definition of ‘family member’, please consult your MOU or Salary Resolution. Please contact your department HR to discuss coverage under FMLA/CFRA.
I worked my normal job in my regularly scheduled shift or worked as a disaster service worker during my regular shift.	Use pay code Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.
I did not work my regularly scheduled shift at a County worksite because I was reassigned to work as a disaster service worker outside of my regular scheduled hours.	Use pay code Hours Worked to record hours actually worked. Add disaster coding to those lines you worked related to the disaster.
I worked my regular shift and I was assigned to work additional hours or as a disaster service worker at a shelter, DOC, EOC or other disaster related assignment.	Use pay code Hours Worked to record hours actually worked and MGMT Disaster OT – Track Only for your additional hours worked related to the disaster. Add disaster coding to those lines you worked related to the disaster.

Scheduled to Work at County Facility Closed Due to Fire

<u>Situation</u>	<u>Timecard Coding</u>
I was on a preapproved scheduled vacation, approved medical leave, approved EPSL or EFMLEA, or other prescheduled absence and was not scheduled to work.	<ul style="list-style-type: none"> • For vacation, use Vacation Hours Taken, Floating Holiday or Compensatory Time Off • For approved medical leave, record time according to your MOU or Salary Resolution • For COVID-19 related absences, code according to the COVID-19 Coding Matrix
I did not work my regularly scheduled shift because I was told my worksite was closed, I was not assigned to report to an alternate work location, and I was not asked or ordered to work as a Disaster Service Worker and I was not assigned to telework.	Do not record hours for this shift. Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.
I did not work my regularly scheduled shift because I was told my worksite was closed and I reside in a MANDATORY evacuation zone.	Do not record hours for this shift. Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.
I worked my normal job in my regularly scheduled shift at an alternate worksite or worked as a disaster service worker during my regular shift.	Use pay code Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.
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Scheduled to TELEWORK

<u>Situation</u>	<u>Timecard Coding</u>
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I was scheduled to telework, but I did not work my regularly scheduled shift because I reside in a MANDATORY evacuation zone, I had to evacuate from my residence, and I was not able to report to work or telework.	Do not record hours for this shift. Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.

<p>I was scheduled to telework, but I did not work my regularly scheduled shift because I reside in an Evacuation WARNING zone or close to a WARNING zone and I decided to stay home and monitor and/or evacuate from my residence. I did not report to work and I was not assigned and/or able to telework.</p>	<p>Record hours to Vacation Hours Taken, Floating Holiday or Compensatory Time Off.</p>
<p>I worked my normal job in my regularly scheduled shift or worked as a disaster service worker during my regular shift.</p>	<p>Use pay code Tele Wrkd Hrs to record actual hours worked. Add disaster coding to those lines you worked related to the disaster. If you performed work on-site, use pay code Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.</p>
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Effective: 09/27/2020 – 10/05/2020

All Extra-Help Employees except those who are in Administrative Management job classes in exempt status.

Scheduled to Work at OPEN County Facility

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I was scheduled to work at a County worksite that was open and available for me to use, but I did not work my regularly scheduled shift because I reside in an Evacuation WARNING zone or close to a WARNING zone and I decided to stay home and monitor and/or evacuate from my residence. I did not report to work and I was not assigned and/or able to telework.	Record no hours. Not Eligible for DPNW.
I was scheduled to work at a County worksite that was open and available for me to use, but I chose not to report to work due to air quality conditions which affect my health or my dependents health or similar health related situation.	If you are not able to work to medically care for yourself or a family member, record scheduled hours to EH Sick Leave Tkn . For a definition of ‘family member’, please consult your MOU or Salary Resolution. Please contact your department HR to discuss coverage under FMLA/CFRA.
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I did not work my regularly scheduled shift because I was told my worksite was closed, I was not assigned to report to an alternate work location, and I was not asked or ordered to work as a Disaster Service Worker and I was not assigned to telework.	Do not record hours for this shift. Your Department Payroll Clerk or other staff will determine if you are eligible to receive EH Disaster Paid Not Worked hours to meet your FTE for the pay period.
I did not work my regularly scheduled shift because I was told my worksite was closed and I reside in a MANDATORY evacuation zone.	Do not record hours for this shift. Your Department Payroll Clerk or other staff will determine if you are eligible to receive Disaster Paid Not Worked hours to meet your FTE for the pay period.
I worked my normal job in my regularly scheduled shift at an alternate worksite or worked as a disaster service worker during my regular shift.	Use pay code EH Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you worked related to the disaster.
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I worked my regular shift and I was assigned to work additional hours or as a disaster service worker at a shelter, DOC, EOC or other disaster related assignment.	Record EH Hours Worked for your normal shift and hours worked as a disaster service worker. Add disaster coding to those lines you worked related to the disaster.

Scheduled to TELEWORK

<u>Situation</u>	<u>Timecard Coding</u>
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I was scheduled to telework, but I did not work my regularly scheduled shift because I reside in a MANDATORY evacuation zone, I had to evacuate from my residence, and I was not able to report to work or telework.	Do not record hours for this shift. Your Department Payroll Clerk or other staff will determine if you are eligible to receive EH Disaster Paid Not Worked hours to meet your FTE for the pay period.
I was scheduled to telework, but I did not work my regularly scheduled shift because I reside in an Evacuation WARNING zone or close to a WARNING zone and I decided to stay home and monitor and/or evacuate from my residence. I did not report to work and I was not assigned and/or able to telework.	Record no hours. Not Eligible for DPNW.
I worked my normal job in my regularly scheduled shift or worked as a disaster service worker during my regular shift.	For hourly timecards record your time as normal or use pay code EH TELE WKRD HRLY TIMECARD to record actual hours worked. For project view timecards use pay code EH Tele Wrkd Hrs to record actual hours worked. Add disaster coding to those lines you worked related to the disaster. If you performed work on-site, use pay code EH Hours Worked to record hours actually worked during your normal shift. Add disaster coding to those lines you

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I worked my regular shift and I was assigned to work additional hours or as a disaster service worker at a shelter, DOC, EOC or other disaster related assignment.	Record EH Hours Worked or EH TELE WKRD HRLY TIMECARD / EH Tele Wrkd Hrs for your normal shift and hours worked as a disaster service worker. Add disaster coding to those lines you worked related to the disaster.