



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

Date: March 16, 2020
To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals
From: Anna Schiele
RE: **Guidelines for Locations in Responding to the Public Authorities' Declared Pandemic**

In effort to follow the guidance provided by the CDC and Governor of California, we have prepared the following guidelines. Employees who are 65 years of age or older or have chronic medical conditions such as heart disease, diabetes, and lung disease are considered a vulnerable population and should be treated as “quarantined employees” and **cannot** report to work on site. Each site should be working with the vulnerable employee(s) to coordinate an option for them to work remotely if possible. The vulnerable employee(s) working remotely should follow the direction provided in the section below “working while quarantined”. If it is not possible for the vulnerable employee(s) to work remotely then the employee(s) may use their sick or vacation hours or they may apply for Unemployment Benefits with the State of California.

Below you will find a more detailed guideline that addresses other employees in addition to the vulnerable population.

A. EMPLOYEE QUARANTINED

1. For employees who are ordered quarantined by a medical doctor, regardless of the reason, follow Diocesan policies on sick leave as described in the Lay Personnel Handbook Section 31.3 Sick Pay: <https://www.scd.org/sites/default/files/2018-06/Diocesan-Employee-Handbook-2017-Update.pdf>. In addition, employees may apply for unpaid Medical Family Leave in accordance with Diocesan policies as described in the Lay Personnel Handbook Section 32.1 Medical/Family Leave: <https://www.scd.org/sites/default/files/2018-06/Diocesan-Employee-Handbook-2017-Update.pdf>. They may use accrued sick and vacation. Employees may also be eligible for State Disability. Employees should inform their supervisor or payroll clerk if they will be applying for State Disability. **Before returning to work the employee must first submit a doctor's note to the person in charge.**
2. If employees are quarantined because they are diagnosed with an illness, follow Diocesan policies on sick leave as described in the Lay Personnel Handbook Section 31.3 Sick Pay: <https://www.scd.org/sites/default/files/2018-06/Diocesan-Employee-Handbook-2017-Update.pdf>. In addition, employees may apply for unpaid Medical/Family Leave in accordance with Diocesan policies as described in the Lay Personnel Handbook Section 32.1 Medical/Family Leave: <https://www.scd.org/sites/default/files/2018-06/Diocesan-Employee-Handbook-2017-Update.pdf>.



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[Update.pdf](#). They may use accrued sick and vacation. Employees may also be eligible for State Disability. Employees should inform their supervisor or payroll clerk if they will be applying for State Disability. **Before returning to work the employee must first submit a doctor's note to the person in charge.**

3. Employees who stay home to take care of a medically quarantined spouse, son, daughter, or parent fall under the Medical Family Leave rules. Lay Personnel Handbook Section 32.1 Medical/Family Leave: <https://www.scd.org/sites/default/files/2018-06/Diocesan-Employee-Handbook-2017-Update.pdf>. They may use accrued sick and vacation. Employees may also be eligible for State Disability. Employees should inform their supervisor and payroll clerk if they will be applying for State Disability. **Before returning to work the employee must first submit a doctor's note to the person in charge.**

4. Employees who become ill while quarantined (whether the quarantine was ordered by a medical professional before exhibiting any symptoms or whether they were taking care of a quarantined family member), follow Diocesan policies on sick and Medical/Family Leave found in the Lay Personnel Handbook Sections 31.3 Sick Pay and 32.1 Medical/Family Leave: <https://www.scd.org/sites/default/files/2018-06/Diocesan-Employee-Handbook-2017-Update.pdf>. They may use accrued sick and vacation. Employees may also be eligible for State Disability. Employees should inform their supervisor and payroll clerk if they will be applying for State Disability. **Before returning to work the employee must first submit a doctor's note to the person in charge.**

5. **Quarantined employees must first submit a doctor's note to the person in charge before returning to work.**

6. Employees who have traveled domestically and internationally who wish to self-quarantine out of an abundance of caution may use their vacation time. An employee who has traveled to countries identified by the Centers for Disease Control and Prevention ("CDC") as a Level 3 High Risk region is required by the CDC to self-quarantine for 14 days. Follow Diocesan policies on sick leave and Medical/Family Leave during this CDC-mandated time away from work. **Before returning to work the employee must first submit a doctor's note to the person in charge.**

7. Employees who are concerned about exposure by traveling to work, interacting with others, or using high touch equipment or devices, may request accommodations through their supervisor. If it is not possible to accommodate the request by the employee, the employee may use vacation hours. Those who do not have any available vacation hours may request unpaid time off.



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B. WORKING WHILE QUARANTINED

1. Employees who are quarantined because they have been diagnosed as ill should not work.
2. Employees who are quarantined as a necessary preventative measure and are not diagnosed as ill may be required to work remotely.
3. Employees caring for quarantined family members, who are not themselves ill, may be required to work remotely.
4. Employees who self-quarantine may work remotely only if the person in charge determines in advance in writing that remote work is necessary for business. Unauthorized remote work will be paid but subjects the employee to potential disciplinary measures up to and including termination.

Note: The decision to allow employees to work remotely cannot arbitrarily favor some individuals over others. The remote work decision has to be objective and job based. Employees holding similar jobs must be treated equally unless documented work performance issues justify making a distinction between similarly situated employees.

C. SICK PAY WHILE AN EMPLOYEE IS ON MEDICAL/FAMILY LEAVE DURING A PANDEMIC

1. Non-exempt, hourly workers who are on Medical/Family Leave during a pandemic may not report to work or work remotely. They are to utilize sick hours and have the option of utilizing vacation hours. Employees may also be eligible for State Disability. Employees should inform their supervisor and payroll clerk if they will be applying for State Disability. Employees must first submit a doctor's note to the person in charge before returning to work.
2. Exempt employees who are on Medical/Family Leave during a pandemic may not work. Exempt employees who are off work must utilize sick hours and have the option of utilizing vacation hours. Employees may also be eligible for State Disability. Employees should inform their supervisor and payroll clerk if they will be applying for State Disability. Employees must first submit a doctor's note to the person in charge before returning to work.

D. COMPENSATION FOR REMOTE WORK WHILE QUARANTINED

1. Non-exempt, hourly workers who are quarantined and are not ill and are required to work remotely by the person in charge shall be paid for all hours worked. They must



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track their hours worked with a paper timesheet or electronic timekeeping system. All hours that must be recorded are: start work, start of meal break, end of meal break and end work. All wage and hour rules remain in effect, including rest and meal breaks, overtime, split shifts, reporting time pay and the like.

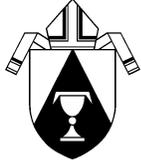
2. Exempt workers who are quarantined and are not ill and are required to work remotely by the person in charge must be paid in accordance to wage and hour rules for exempt employees.
3. Exempt employees who are quarantined and do no work at all (including answering emails or phone calls or texts) for an entire week need not be paid. However, if an exempt employee does any work during a week and is ready, able and willing to work while quarantined (in other words, the employee is not sick), that employee must be paid for the entire week, regardless of how many hours the employee has worked.

E. COMPENSATION FOR EMPLOYEES AFFECTED BY REDUCED ONSITE WORK

1. Employees who are unable to perform their regular duties should be given the option, if possible, to perform other work in order to maintain their normal weekly hours. The work provided may fall outside their normal scope of duties.
2. If other work is not available for the employee or the employee chooses not to perform the other work, then the employee may use their sick or vacation hours. In addition, the employee may be eligible to apply for Unemployment Benefits with the State of California.

F. EMPLOYEE WITH CHILDREN AFFECTED BY SCHOOL CLOSURE

1. If an employee is unable to work due to their children's school closing, the supervisor may determine that remote work is an appropriate accommodation. If working remotely is instituted for an employee the guidelines outlined above in the section titled "**Compensation for Remote Work While Quarantined**" should be followed.
2. If working remotely is not an option for the employee, then the employee may use their sick or vacation hours. In addition, the employee may be eligible to apply for Unemployment Benefits with the State of California.



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G. ADDITIONAL RESOURCES

1. Leave of Absence Forms can be found at the following link:
<https://www.scd.org/lay-personnel/leave-absence>
2. PT500 Non-Exempt Employee Timesheet:
<https://www.scd.org/sites/default/files/2017-06/PT-500.pdf>
3. Latest updates and information regarding the Coronavirus:
<https://www.scd.org/coronavirus>

Based upon the number of calls we expect to receive please feel free to contact anyone on the Lay Personnel team with any questions or concerns. Anna can be reached by phone at 916-733-0240 or by email at aschiele@scd.org, Julianna can be reached by phone at 916-733-0282 or by email at jaguilera@scd.org, Bianka can be reached by phone at 916-733-0241 or by email at btorres@scd.org.