

December 29, 2020

City of Memphis Employees,

We have been closely monitoring developments with Covid-19, particularly guidance from the Centers for Disease Control and Shelby County Health Department. Below are important updates related to changes in our Covid-19 city policies.

**Hazardous Duty Payment and Family First Coronavirus Act (FFCRA) Leave**

Covid-19 Hazardous Duty pay and FFCRA leave is ending 12/30/20 due to the ending of the CARES Act funding. We are evaluating the second round of federal funding passed and our options to reinstate both programs.

**NEW: Part-Time Employee Covid-19 Admin Leave**

Effective December 31, 2020, part-time employees who have high/medium exposure risk to Covid-19 as stated in PM-46-04, or are awaiting test results, will be paid for 10 days from the estimated last day of exposure. Payment will be based on the part-time employees' monthly average of hours worked at their full rate of pay.

**Part-time Employees** will need to use regular departmental leave notification procedures to access this benefit. For more information, visit: <https://totalrewards.memphistn.gov/covid19/> .

**YMCA Student Learning Hub**

We are proud to announce that we are able to continue the partnership with the YMCA for Student Learning Hubs in Spring 2021 (January 4 – February 8) for City of Memphis employees. City employees currently using YMCA Student Hub facilities will be automatically enrolled. For questions, please contact YMCA customer support at **901-766-7677**.

**Carryover Vacation 2021 Expansion**

Vacation eligible employees will be able to carryover a maximum of 15 days (120 hours) for 8-hour employees vacation time into 2021. All vacation carried over into 2021 must be used by June 30, 2021, or it will be forfeited. We strongly suggest you and your immediate manager work out a schedule to use your carryover vacation before June 30, 2021. *Note: A 56-hour per week employee can carryover up to twelve shift days (288 hours). This carryover will be done automatically for eligible employees.*

For questions please contact your HR liaison/timekeeper or immediate manager.

**Travel**

Any employee traveling to or through an area that is identified by the CDC with a Level-3 travel health notice, international travel, or a cruise will be required to remain out of the workplace for 10 days from the day the individual returned to Memphis from travel regardless of displayed symptoms.

Employees will be required to use accrued and/or donated leave to cover time away from work for travel related quarantine and will not be eligible for telecommuting.

**Bonus Days**

Prior to 2020 employees were only eligible to accrue bonus days if they met a strict attendance/accrual protocol. In 2020, to remedy issues with the accrual format, the City front-loaded bonus days for all employees without requiring employees to meet attendance requirements. The front-loaded bonus days provided in the 2020 calendar year will expire December 31, 2020.

On January 1, 2021, the City will, again, front-load bonus days for all eligible city employees, without requiring employees to meet attendance requirements. Each eligible employee will receive 3 bonus days.

**Why 3 Bonus Days?** Historically eligible employees received on average 2.5 bonus days per year. Offering 3 bonus days front-loaded provides an equitable opportunity for everyone to receive bonus days, and for us to remove a harmful incentive for employees to come to work sick, especially during a pandemic. If we were to go back to the previous accrual, employees would likely end up with less than 4 bonus days.

If the City Council votes to forgo making Juneteenth a City holiday, we will revisit bonus days to determine whether we can financially provide employees with a 4th bonus day outside of the normal attendance/accrual protocol. We anticipate a decision from City Council in the first quarter of the new year.

For any questions about the above items please contact your HR liaison/business partner or call the Total Rewards Service Center at 901-636-6800.

Please take care and stay safe,



Alex Smith  
Chief HR Officer, City of Memphis