

Civilian Personnel Addendum to Work Center Guidelines

Phase 2

Limited labor – coordinate with Civilian Personnel prior to implementing

Changes in work conditions (e.g. work schedules, A/B teaming, return to office, etc.)

Physical moves

Grievances

Weather and safety leave authorized for non-telework eligible, A/B team rotations, activity closed, or public health directed

High-risk personnel – telework, weather and safety leave, or in office with safety precautions (e.g. PPE)

School/day care closed – Weather and safety leave; if recalled, report to worksite, volunteer telework (subject to approval, allowed through 31 Dec 20), Family First Coronavirus Response Act (FFCRA) leave, or request leave (annual, credit, comp, etc.)

Phase 3

Limited labor – coordinate with Civilian Personnel

Changes in work conditions (e.g. work schedules, A/B teaming, etc.)

Physical moves

Grievances

Weather and safety leave by exception (e.g. activity closed), high-risk personnel, or public health directed

High-risk personnel - telework, weather and safety leave, or report to worksite with safety precautions

School/day care closed – Weather and safety leave by exception; if recalled, report to worksite, volunteer telework (subject to approval, allowed through 31 Dec 20), FFCRA leave, or request leave (annual, credit, comp, etc.)

Workforce flexibilities – telework (volunteer, if work allows), report to worksite, hybrid telework/report to worksite, leave (annual, credit, comp, etc.), FFCRA leave, or limited weather and safety leave

Phase 4

All labor resumes

Weather and safety leave ceases

High-risk personnel - return to office with safety precautions; employees can request reasonable accommodations; supervisors may approve telework

School/day care closed – Report to worksite; volunteer telework (subject to approval, allowed through 31 Dec 20), FFCRA leave, or request leave (annual, credit, comp, etc.)

Workforce flexibilities - telework (volunteer, if work allows, or reasonable accommodation), report to worksite, hybrid telework/report to worksite, leave (annual, credit, comp, etc.), FFCRA leave