

HUMAN RESOURCES FAQs for January 4th, 2021

Can I allow employees who are quarantined to work virtually from home?

No, a supervisor does not have the authority to make this decision. The only reason an employee can work virtually is if

- the employee has an approved ADA accommodation from Human Resources allowing the employee to work virtually.
- the employee was designated as a “Virtual Teacher” through the virtual teacher application process.
- the employee is quarantined by HISD due to contact tracing from possible exposure at an HISD facility.

Can employees still apply for FML under the Families First Coronavirus Response Act (FFCRA)? Unless otherwise extended by the federal government, the FFCRA is set to expire on December 31, 2020.

If the FFCRA is not extended by the federal government, will employees still qualify for the initial 10 days paid COVID leave? No, employees will not qualify for 10 days paid leave if the FFCRA is not extended. Employees will be able to use their available leave time if unable to report to their work location.

If the FFCRA is not extended by the federal government, will employees still be required to check-in via the Axiom App? Yes, employees must still continue to check-in via the Axiom App before reporting to their assigned physical work location

If the FFCRA is extended, how would I know if my employees have used their 10 days COVID Paid Sick Leave allowed? Your time recorder or time approver can run a Time Master Report to identify if employees have already used their 10 days of COVID Paid Sick Leave, or you may email LeaveAdministration@houstonisd.org and the Leave Administration team can assist.

If the FFCRA is extended, and an employee chooses to keep their kids at home for the second semester but their school is open for face to face learning, are employees still eligible for COVID-19 FML? No, if an employee’s child’s school is offering face to face instruction, then the employee is not eligible for COVID-19 FML.

If my employee claims to have gotten COVID-19 at work, is that workers compensation? No, this is not workers compensation as there is no way to tell for certain where an employee has contracted COVID-19.

How do we pay or code employees for payroll purposes if the employee is not allowed to work virtually from home?

Employees (and Time Recorders) will be able to use any available leave time found in the employees’ leave bank for payroll purposes. The process is the same as you would record any other absence.

What if my employee is quarantined due to contact tracing while at an HISD facility, and they refuse to work virtually from home? The employee would need to use their available personal leave time or they would be coded unpaid leave.

If an employee travels outside of the state or the country and are required to quarantine are they allowed to work virtually from home? No, employees are **not** allowed to work virtually from home if quarantined due to exposure outside of an HISD facility or as a result of a non work-related activity. The employee would need to use their available personal leave time.

An employee is scheduled back in the office, after possible exposure to COVID-19. The other members of the team who sit in the same aisle as him/her, are concerned and afraid of exposure to COVID. They ask the manager to either keep the returning employee out of work for a few days or assign them to a vacant office for a few days, so he/she does not come into contact with other team members. How should I (the supervisor) handle the situation? As long as the employee has followed the COVID-19 protocol and stay at home instructions provided by the Health and Human Services office and/or AXIOM, then the employee may return back to the office and sit in their cubicle. The procedures put in place are to protect all staff and would not allow an employee to come back to the building if there was any threat of spread of COVID-19.

If an employee receives an annual salary and cannot perform their job from home, for example, a Custodian, but they are required to quarantine due to contact tracing at an HISD facility, how do we code them? If the annual salaried employee cannot perform their job duties virtually and they are quarantined due to contact tracing at an HISD facility, code them as Off Campus Duty.

If an hourly employee cannot perform their job from home, for example, a Food Service Attendant, but they are required to quarantine due to contact tracing at an HISD facility, how do we code them? If the hourly employee cannot perform their job duties virtually and they are they are quarantined due to contact tracing at an HISD facility, code them as Hourly Pay.

If an employee has a doctor's note to stay home due to illness and the employee has submitted FMLA and ADA applications, are they required to return to work? All requests for ADA accommodations are reviewed on a case-by-case basis. After the ADA Coordinator has had an opportunity to evaluate the documentation submitted, a determination will be made whether the employee can receive a temporary accommodation to remain at home while pending review by the ADA Committee. The supervisor can not make that decision.

If an employee has filed for FML, employees are permitted to remain at home until the application has been approved or denied.

If I have an employee who tested positive, exposed co-workers, and the COVID positive employee shares results on social media, can the employee be disciplined due to the panic caused within the department? Employees should be reminded of Board Policy DH(LOCAL) as it relates to Personal Use of Social Media. If an employee's use of social media violates state or federal law or District policy or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

During a pandemic, are managers permitted to ask an employee why he or she has been absent from work if the manager suspects it is for a medical reason? Yes. Asking an employee why he/she did not report to work is not a disability-related inquiry. As supervisors, you are entitled to know why any employee has not reported to work.