

Date: May 31, 2020
To: All City of Fremont Employees
From: Allen DeMers, Human Resources Director
Subject: June 1, 2020 Work Status/Work from Home

To: City of Fremont Employees:

This notice is to inform you that, on Monday June 1, 2020, due to the ongoing civil unrest in the Bay Area and concerns for our employee safety, the City Manager is approving telework or special paid leave for many City of Fremont employees, ***unless a staff member is necessary to support City of Fremont safety and health activities or to assist in the response to the COVID-19 emergency.*** In practical terms, this means all City staff will fall in to one of the following categories:

- **Safety and Related Support Staff:** Police, Fire and the staff-members that support safety employees will generally need to report to work as usual. Other staff members may need to report in person for full or partial days to support the safety and well-being of the City. If in doubt, contact your immediate supervisor for more information about your status. As a reminder, we are all disaster service workers and you can and must report to work if deemed necessary to respond to an emergency.
- **Staff That Can Work From Home:** Staff that have developed the ability to telework during the COVID-19 emergency will generally be expected to do so tomorrow, Monday, June 1. If you have been working from an alternate location full time, part-time or occasionally, generally expect to work from home tomorrow. Contact your department's management team if you are not sure about your status.
- **Staff that Cannot Telework:** Paid Administrative Leave will be extended to employees who are able and ready to work but who are not called to work on Monday, June 1 and who cannot telework. As a reminder, in order to qualify for paid administrative leave, you must satisfy the following criteria:
 - Stay local
 - Stay accessible by phone
 - Be ready to perform telework or report to work if notified that appropriate or essential work has been identified
 - All City of Fremont personnel are **Disaster Service Workers** and may be required to report to work at any time

If you have questions about your status on Monday, June 1, 2020 contact you immediate supervisor! If you are aware of staff members that do not have normal email access or do not typically check their email before coming to work, please help us distribute this message. City leadership will monitor this situation in partnership with our first responders and will update you as soon as there is more information. Thank you for your flexibility and dedication. We will get through this together!