A COMMON SENSE APPROACH:
UPDATING PERSONNEL POLICIES AND
PROCEDURES

JUNE 10, 2020
Welcome!
- Ask questions through the Q and A Feature
- All Participants are on Mute
- Any question not answered live will be responded to directly via email
OUR PANEL

Lyn Hellegaard, Executive Director
Missoula Ravalli TMA/Montana Transit Association
OUR PANEL

Josh Baker, Deputy CEO
AMTRAN, Altoona, Penn.
STAFF COMMUNICATION

- **Staff Workplace Surveys:**
  - Workplace Reopening
  - Emergency/Crisis Management
  - Flexible Workplace Survey
  - Working From Home Survey

- **Tips for Success**
  - Over communicate
  - Transparent
  - Share Results and address employee feedback
UPDATING PERSONNEL POLICIES

1. Communicable Diseases Policy and Infectious Disease Control Policy
2. Telecommuting
3. OSHA and Covid-19
4. ADA Policies and Reasonable Accommodation
5. Privacy/ HIPAA
6. EEOC and Screening for Covid-19
7. Hiring Practices and Procedures
8. Annual Leave
9. FMLA and Cares Act
10. Drug and Alcohol Policies
11. Cares ACT and PPP
12. Workplace Safety
REINTEGRATING WORKFORCE CONSIDERATIONS

- Paid-leave policies reflect current business needs?
- Attendance policies need to be relaxed to encourage sick employees to stay home?
- Should a sick employee need to be sent home by the employer, have you reviewed your time-off request procedures clarifying the process?
- Meal and rest break policies adjusted to stagger times to encourage physical distancing?
Paid-leave policies reflect current business needs? Travel policies updated to reflect essential travel?

Telecommute policies defining the type of work that can be done remotely and the procedures for requesting telework?

Information technology policies revised to reflect remote work hardware, software and support?
COVID-19 BACK TO WORK CHECKLIST

1. Workplace Safety
2. Recall Procedures
3. Employee Benefits
4. Compensation
5. Remote Work
6. Communications
7. New-hire Paperwork
8. Policy Changes
9. Insurance Coverage
10. Business Continuity Plans
TELECOMMUTING

- Define Telework Arrangement
- Employee Eligibility
- Employee Suitability
- Job Responsibilities and Equipment Needs
- Time Worked, Supervisor Requirements, Performance Review Process
- Trial Basis
- Not a entitlement or company wide benefit
OSHA AND COVID-19

Refer to OSHA Guidelines to determine that:

- The case is a confirmed case of COVID-19 defined by the CDC
- The case is work-related based on the reasonably available evidence to the employer
- Evidence determines that a COVID-19 illness was contracted at work
In the event of a pandemic, would you be unable to come to work because of any of the following reasons:

1. If schools or day-care centers were closed
2. If other services were unavailable, you would need to care for other dependents
3. If you or a household member fall into one or more of the high risk CDC categories
Walking a Fine Line between safety and privacy
Federal guidelines require employers to notify people at risk and contact the local health department
Lawyers counsel - guard the privacy of a sick employee and not divulge the name
Someone with Covid-19 could have temporary ADA protections
Keeping employees safe and temperature checks
EEOC approves temperature taking
EMPLOYMENT HIRING PRACTICES

- Hiring Practices – Remote or Live
- Virtual I-9
- Equifax Certification
- Drug and Alcohol Testing and Access To Testing Site
- Background Checks
- Hiring and Retaining a Sustainable Driver Workforce
- https://ctaa.org/driver-recruitment-retention/
LEAVE

- Sick Leave
- Annual Leave (Use It or Lose It)
- Mental Health
FMLA - LEAVE EXPANSION

FLMA and Covid-19:

- In effect from April 1 – December 31, 2020
- Existing FMLA leave policy still applies for all other qualifying reasons
- Identifies reason for leave, duration of leave, pay during leave, employee benefits and status during leave and after leave, procedure to request leave
EMERGENCY PAID SICK LEAVE POLICY

In effect from April 1 – December 31, 2020:

- Eligibility
- Amount of paid sick leave,
- Rate of pay and procedure to request leave
- Interaction with Other Paid Leave
- Procedure for Requesting Emergency Paid Sick Leave
Department of Transportation (DOT) guidance for disruptions to drug and alcohol testing

Covers recommended action for FMSCA-regulated employers unable to conduct tests

Documentation process
How to handle communicable diseases in the workplace

1. Notification and verification
2. Understanding the Disease and Resources
3. Identifying the Scope of Risk
4. Determine the employer response
5. Internal Employee Communication and HR Compliance (legal, company and employee)

Note: EXPO workshop has detailed presentation, including policies and procedures
Payroll Costs
Loan Forgiveness
Employee Retention (maintaining overall employee headcount) and Rehire
Recordkeeping
SERVICE PRIORITIZATION PLAN

- Priority 1: No Service Changes
- Priority 2: Reduced service based on possible staff availability or reduction in ridership
- Priority 3: Catastrophic impact with only lifeline services operating
- Priority 4: Complete service shutdown
QUESTIONS?

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- Caryn Souza, Human Resource Director, CTAA, souza@ctaa.org
CTAA IS HERE FOR YOU

- COVID-19 Buyer’s Guide
- COVID-19 Related Best Practices
- CTAA’s Blog: CT Reader
Thank You!