

**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT**

**KATHY GALLAGHER
DIRECTOR**

DEPARTMENT MEMORANDUM NO. 140

July 9, 2020

To: Code 2, All EHSD Staff (-less Community Services)

**SPECIAL TIME STUDY INSTRUCTIONS RELATED TO THE COVID-19 PANDEMIC,
June 2020 through August 2020 (1st Quarter FY 20/21)**

The Employment and Human Services Department's (EHSD) time studies are a critical part of funding the programs administered by the department. Over 94% of EHSD's funding comes from federal and state revenues. Leveraging all federal and state funds is a critical component of balancing EHSD's budget. It is critical that staff time study daily and accurately.

Clerical and Administrative staff were previously required to complete a time study on a quarterly basis. Retroactive to **March 1, 2020**, all clerical and administrative staff will be required to complete a monthly time study. This is necessary to make sure that we are able to receive the maximum amount of federal and state funds for EHSD operations and for the population we serve. **The monthly time study requirement will continue until further notice.**

Time study codes DR0001, DR0002 and EOC001 capture time associated with the State of Emergency Declaration due to the COVID-19 pandemic. The DR0001 time study code description has been updated.

I. **Code DR0001 State of Emergency Declaration**

This time study code captures costs related to employees who need to take time off due to illness, caring for a family member, or childcare due to school closures. Please see the bullets below for specific examples:

- For the period of March 16, 2020 through April 6, 2020, time taken without the use of accruals due to illness, caring for a family member, or childcare due to school closures should be recorded to code DR0001.
- For the period of April 7, 2020 until further notice, time taken with the use of the COVID-19 Emergency Paid Sick Leave (80 hours) should be recorded to DR0001.
- For the period of April 7, 2020 until further notice, time taken with the use of the COVID-19 Additional Paid Sick Leave (64 hours) should be recorded to DR0001 if the time off is COVID-19 related, otherwise the time should be recorded to "Less: Paid Time Off".
- For the period of April 7, 2020 until further notice, the Extended Family Medical Leave Act (FMLA), provided by the Families First Coronavirus Response Act, time taken should be recorded to DR0001.

Time Study Buddy Screenshots of Code DR0001 Usage

Example 1

If you are absent for COVID-19 reasons and submitted Ecotime leave for codes PAN-S01 through PAN-S07, enter leave hours in the DR0001 row.

		Thu (7/2/2020)			
Enter Payroll Information		1	2	3	4
Hours Paid ?		9.00	9.00	-	-
Less: Paid Time Off ?		-	0.00	-	-
Time Study Hours		9.00	9.00	-	-
Enter Time Study Hours		used: 9.00 of 9.00			
DR0001	State of Emergency Declaration	-	9.00	-	-
E	Generic	9.00	0.00	-	-
(+ Add Program Code)		EDIT	SAVE	CANCEL	EDIT
		EDIT	SAVE	CANCEL	EDIT

Example 2

If you are absent for COVID-19 reasons and exhausted all leave balances, please adjust the “Hours Paid” from your default normal hours to 0.00 (not in paid status).

		Thu (7/2/2020)			
Enter Payroll Information		1	2	3	4
Hours Paid ?		9.00	0.00	-	-
Less: Paid Time Off ?		-		-	-
Time Study Hours		9.00	0.00	-	-
Enter Time Study Hours		used: 0.00 of 0.00			
DR0001	State of Emergency Declaration	-	0.00	-	-
E	Generic	9.00	0.00	-	-
(+ Add Program Code)		EDIT	SAVE	CANCEL	EDIT
		EDIT	SAVE	CANCEL	EDIT

Example 3

If you are absent for COVID-19 reasons but opting to use your vacation, sick leave, personal holiday, or other paid leave balances, enter time off in the “Less: Paid Time Off” row.

		Thu (7/2/2020)			
Enter Payroll Information		1	2	3	4
Hours Paid ?		9.00	9.00	-	-
Less: Paid Time Off ?		-	9.00	-	-
Time Study Hours		9.00	0.00	-	-
Enter Time Study Hours		used: 0.00 of 0.00			
DR0001	State of Emergency Declaration	-	0.00	-	-
E	Generic	9.00	0.00	-	-
(+ Add Program Code)		EDIT	SAVE	CANCEL	EDIT
		EDIT	SAVE	CANCEL	EDIT

Contact TimeStudyInbox@ehsd.cccounty.us to add DR0002 or EOC001 to your time study.

II. **Code DR0002 Red Cross Shelter Volunteer**

This time study code captures costs related to employees who help set up the shelter and manage the Red Cross shelters.

III. **Code EOC001 Emergency Operations Center**

This time study code captures costs related to response planning and coordination working in departmental operations center or county-wide emergency operations center.

Staff is to complete and sign their **June, July, and August 2020** time studies by the first working day of the following month. First and second line supervisors, as appropriate, are to review, approve, and electronically sign their subordinates' time studies in Time Study Buddy no later than the second working day of the following month. All time studies are due no later than 4:00 pm on the fourth working day of the following month.

CONTACT PERSON: Annie Phetinta, extension 8-4837

CANCELLATION DATE: **August 31, 2020**