

Summary of Policies During Outbreak of Coronavirus Disease 2019 (COVID-19) – Last Updated: 3/20/2020

This document summarizes the Department’s leave policy with respect to its employees to mitigate the risk of the spread of Coronavirus Disease 2019 (Covid-19). This guidance is effective March 20, 2020 and until further notice:

1. **Employees Performing Essential Services** are employees performing the following duties:

- Responding to the COVID-19 Emergency
- Lifesaving, Life Protecting, Life Safety, Transportation, Utilities; or
- Workforce and Internal Service Continuity (support of critical equipment and networks that enable workforce productivity)
- Examples of employees performing such duties include, but are not limited to, police officers, peace officers, those designated as special patrolmen, and others performing law enforcement functions, traffic enforcement agents, 911 operators, health care workers, information technology employees who maintain agency networks and communications, contract administrators for essential services.
- Employees can telework at home or other alternate location if the Department has determined that it is feasible for such employee to do so (see section 3 below regarding the Department’s Telework Policy).
- Employees unable to perform essential services via teleworking must continue to work at locations to which the Department has assigned them.

2. **Employees Performing Non-Essential Services** are employees performing duties that are not included in the above “essential services” definition.

- Employees will be expected to perform work assignments remotely pursuant to the Department’s telework plan (see section 3 below).
- Employees who telework will complete assignments utilizing equipment provided by the Department or from personal equipment.
 - Employees refusing to perform assigned work may be charged accrued leave and may be subject to discipline.
 - Employees who are unable to work due to inadequate equipment shall be granted excused leave with pay, without charge to leave accruals.
- Employees may be reassigned to perform essential services within the Department.

3. **Telework Policy**

A. **General** – When employees are directed to telework, the following business rules should be followed:

- Employees must be prepared to return to work, when necessary.
- Work schedule consists of the following:
 - 5-day work week
 - Hybrid of telework and in-office work (if necessary).
- Employees are required to perform their entire tour with approved normal breaks. Work hours should adhere to existing employee tours.
- Employees should perform their tour in an appropriate work environment.
- All assignments/tasks assigned to employees who are teleworking should be documented by immediate supervisors.
- Overtime will not be granted to telework employees unless approved by their respective Bureau.
- Timekeeping while teleworking:
 - Employees with remote access to CityTime should log in at the start and end of each tour.
 - Employees without remote access to CityTime should contact their supervisor at the start and end of each tour and submit timesheets to their respective timekeepers.
 - Supervisors will also document their time accordingly.

B. Equipment

- Department-issued equipment will be deployed based on needs identified by each Bureau.
- ITB will coordinate with the Bureau on the distribution of equipment. Employees will need to report to One Police Plaza to pick up their equipment.
- Department issued Laptops and tablets will not be provided to all employees. Bureaus should identify employees that have access to a personal computer that can be used with Department VPN.
- VPN access will be provided remotely through a phased plan by ITB. Employees will be notified via email when their VPN token is ready for use.
- Video/Teleconference bridges will be provided to each Bureau. Each Bureau will receive two conference lines.
- Employees can have their office phone line forwarded to their Department or personal phone.
- For non-standard equipment and software, requests can be submitted directly to ITB at ITBrequests@nypd.org.

4. Other Measures

- In addition to the Telework Policy, the Department is supporting staggered tours and changing of RDOs on a voluntary basis.
- Each Bureau is responsible for developing an individual plan that should include:
 - Options for revised tours (both civilian and uniform);
 - Case by case evaluation for MOS requesting an adjustment of their RDOs.
- Additionally, the Department seeks to reduce the number of key staff who physically attend meetings. No more than one key member from each command should be attending in-person Department meetings.
- Conference calls and other video conferencing tools should be used whenever possible.

5. Compliance with City Policy

- Employees who telework must follow workplace rules prohibiting private activities during work hours.
- Overtime should only be granted if absolutely necessary and must be approved by the Bureau.
- Leave time must be requested and approved in the same manner as in the workplace.
- Employees who telework must follow all information security protocols when using City electronic equipment and accessing systems.
- Employees must maintain any approved safeguards to protect agency records from unauthorized disclosure or damage, and comply with all privacy requirements set forth by the City.