

**Memorandum of Agreement
Between
The State of New York
And
The Civil Service Employees Association, Local 1000, AFSCME, AFL-CIO**

In light of staffing needs resulting from the State's response to the novel Coronavirus COVID-19, the State of New York and the Civil Service Employees Association agree to the following:

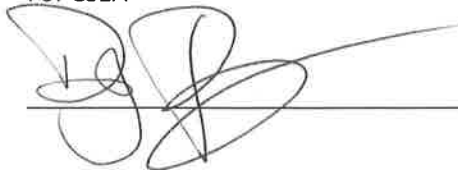
1. Employees engaged in the response efforts or unable to utilize vacation leave due to ongoing response efforts who would otherwise forfeit accrued vacation leave on April 1, 2020 pursuant to Article 10.5 of the 2016-2021 State/CSEA ASU Agreement, Article 10.5 of the 2016-2021 State/CSEA OSU Agreement, Article 10.6 of the 2016-2021 State/CSEA ISU Agreement and Article 10.3 of the 2016-2021 State/CSEA DMNA Agreement will be given until the close of business on December 31, 2020 to use such excess vacation credits. Any such unused excess vacation credits as of the close of business on December 31, 2020 will be forfeited by employees. Thereafter, forfeiture of vacation credits shall be governed by operative language from the applicable collective bargaining agreement between the State and PEF. Nothing herein shall affect vacation credits accrued by eligible employees after April 1, 2020.
2. Should the parties mutually agree to further extend the deadline for forfeiture of excess vacation credits beyond December 31, 2020, nothing herein shall prohibit such agreement. Any such agreement must be made in writing and finalized prior to December 31, 2020.

For the State



3/11/2020

For CSEA



3/12/2020



ANDREW M. CUOMO
Governor


Governor's Office of Employee Relations

MICHAEL N. VOLFORTE
Director

MEMORANDUM

March 9, 2020

TO: Directors of Human Resources

FROM: Michael N. Volforte 

SUBJECT: Novel Coronavirus (COVID-19)

As our response to COVID-19 has evolved and will continue to evolve, many questions have arisen about working with our union counterparts to respond to their concerns. The union questions we are aware of so far have been centered on emergency assignments/deployments and associated employee safety concerns, particularly with respect to employees who are working with Persons Under Investigation (PUI) and transporting specimens for testing.

As you know, our first priority is to ensure that resources necessary to respond to and contain COVID-19 to protect public health and safety are available without delay. As we execute this effort, it is important to remember that we honor our commitments to open dialogue and information sharing with our employee representative counterparts in order to ensure that they have the information needed to properly inform their members and assist the State in this emergency response. Therefore, it is important to our response efforts that we keep our union counterparts abreast of potential or actual emergency assignments/deployments that would affect their members and to address their concerns to the greatest extent possible to ensure our response needs are being met. Such circumstances would include, but not be limited to:

- Changes in work location, including field deployments to work with PUI and transport specimens for testing. Also be ready to address union concerns regarding safety of employees performing such assignments.
- Any other change in work location to support other emergency measures or implement agency COOP protocols
- Changes in work hours including emergency schedule changes as well as voluntary and mandatory OT
- Cancellation of approved leave or inability to approve new leave requests

If you have questions regarding whether other topics merit discussion with your union counterparts, don't hesitate to contact the Governor's Office of Employee Relations at 518-474-6988.

We believe that the best way to engage the unions to apprise them of any such plans and evaluate their concerns is to work with your agency-level labor/management counterparts. Accordingly, if you are aware of planning for emergency measures or execution of such emergency measures, seek approval from your agency Executive Team to brief your L/M counterparts and review any concerns they may have. Your agency Executive Team will be best positioned to know the details of such planned measures and give appropriate guidance as to what information can be shared. Where possible, we feel it is better to relay information in advance of executing such measures, while recognizing some resources need to be deployed immediately and changes need to be implemented quickly.

For assistance in evaluating and responding to concerns or objections raised by your union counterparts, please call 518-474-6988 and indicate that you need assistance responding to union concerns related to COVID-19. Your call will be directed to someone who can assist you. You should also contact GOER if you are having difficulty getting information needed to respond to union concerns.

Thank you.

/am



ANDREW M. CUOMO
Governor

Governor's Office of Employee Relations

MICHAEL N. VOLFORTE
Director

MEMORANDUM

TO: Directors of Human Resources

FROM: Michael N. Volforte, Director of Governor's Office of Employee Relations

SUBJECT: Guidance on Employee Quarantine Novel Coronavirus (COVID-19)

DATE: March 11, 2020

Please be advised that the following policies apply to all state employees regarding mandatory or precautionary quarantine related to COVID-19:

1. Mandatory Quarantine

Individuals who have:

- been in close contact (6 ft.) with someone who is positive, or
- traveled to China, Iran, Japan, South Korea or Italy and are displaying symptoms of COVID-19 infection, are placed on a mandatory quarantine.

2. Precautionary Quarantine

Individuals who:

- have traveled to China, Iran, Japan, South Korea or Italy while COVID-19 was prevalent, but who are not displaying symptoms; or
- are known to have had a proximate exposure to a positive person but have not had direct contact with a positive person and are not displaying symptoms are placed on precautionary quarantine.

Any necessity for quarantine, whether precautionary or mandatory, is determined by the State or local Department of Health after analysis of the above criteria.

An employee who is placed in mandatory quarantine by State or local health officials will be placed on leave with pay, without charge to accruals, for all workdays within the 14-calendar day period for the quarantine, whether healthy or displaying symptoms.

For an employee placed on precautionary quarantine by State or local health officials, if such employee can perform work at home, arrangements should be made to do so. If not, such employee shall be placed on leave with pay, without charge to accruals, for all workdays within the 14-calendar day period for the quarantine, whether healthy or displaying symptoms.

This policy applies only with respect to a quarantine required due to COVID-19. This policy applies to all State employees.

Information regarding quarantine requirements can be found at https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Interim_Containment_Guidance_COVID-19.pdf#_blank.

Confirmation of quarantine status can be obtained by contacting the DOH Hotline at 1-888-364-3065.

Please be advised that the Centers for Disease Control and Prevention (CDC) has recommended that travelers avoid all nonessential travel to countries with Level 3 Health Notices and cautions against high-risk travelers from traveling to countries with Level 2 Health Notices – listed below (as of March 5, 2020).

- China
- Iran
- Italy
- South Korea
- Japan

This list is subject to change. Please refer to the Department of Health and CDC websites for updates on this list.

If travel information is not otherwise known to the agency, the agency should require employees to disclose travel to these countries within the last 14 days.

Questions should be referred to our Office at (518) 474-6988 or the Attendance and Leave Unit at the Department of Civil Service at (518) 457-2295.