MEMORANDUM

TO: State Employees
FROM: Governor Laura Kelly
Date: April 2, 2020

RE: Summary of Employee Status for the Next Pay Period

In accordance with my Executive Order No. 20-16 establishing a statewide “stay home” order, all agencies under my jurisdiction will continue to operate on a reduced staffing plan for the upcoming pay period. During this time, each employee will fall into one of the following categories:

- **Employees required to report to work** – The duties of some employees require them to continue to report to work and perform their regular duties, even during an unprecedented emergency such as the one we currently face. Any employee who has been reporting to work during the current pay period will continue to be required to do so until further notice. These employees will record their time as they would regularly.

- **Employees performing their duties remotely** – Some employees are able to perform their duties remotely, or telework, from home. Any employee who has been teleworking during the current pay period will continue to be required to do so until further notice, and agencies are making every effort to allow as many additional employees to telework as possible. Employees who are teleworking also record their time as they would regularly.

- **Employees who are unable to report to work or telework due to childcare needs** – The Federal government recently passed the Families First Coronavirus Response Act (FFCRA), which provides employees who are unable to report to work or telework due to a need to care for a child under the age of 18 whose school or place of care is closed due to COVID-19 with paid leave. Many employees who work in the health care and public safety fields are not eligible for this type of leave, and the duration of this leave depends on an employee’s length of service, so any employee in this situation should speak with their supervisor and agency HR staff to determine their eligibility for this leave and how it should be recorded.

- **Employees not directed to report to work, telework or eligible for FFCRA leave** – Any employee who is not in any of the above categories will continue to remain away from work and will record their time as administrative leave. Employees in this situation may be notified that they are now able to telework or possibly be temporarily reassigned to the Kansas Division of Emergency Management (KDEM) to assist with critical tasks related to this emergency based on their skills and experience, so they need to remain flexible and available to work if called upon to
do so. If either of those situations occur, the employee would record their time as they would regularly.

- **At-risk employees** – Certain individuals have a higher risk of severe illness if they were to contract the COVID-19 due to underlying medical conditions or other factors. Employee who believes they are unable to perform their duties, either in-person or via telework, because of their or a household member’s at-risk status, and are not eligible for FFCRA leave may be able to record their time as administrative leave. However, some employees who work in the health care and public safety fields may still be required to report to work, as determined by their agency. Employees should speak with their supervisor and agency HR staff regarding their ability to receive administrative leave due to being in this category.

All employees who will be required to start reporting to work or teleworking will be provided with at least 24 hours of notice regarding this requirement. Otherwise, all employees should plan to continue in the status that they are currently in for the next pay period.

Additional information and guidance on these categories and other issues related to operational and workplace guidance can be found at the following link: [https://admin.ks.gov/coronavirus](https://admin.ks.gov/coronavirus)

**Employee Mental and Emotional Health.** This has been a trying time for our entire country, and in addition to the many suggestions on how to maintain their physical health, everyone must not neglect their mental and emotional health as well. Employees that may need assistance with coping with stress or other issues during this time may seek support by reaching out to the **Employee Assistance Program.** Information can be found at: [www.kdheks.gov/hcf/healthquest](http://www.kdheks.gov/hcf/healthquest)

**COVID-19 Information.** As we have all seen over these past few weeks, events can and do change very quickly. As a result, it is important that employees stay up-to-date with the latest information from official sources. If you have any questions, please visit the Kansas Department of Health and Environment’s COVID-19 website at [www.kdheks.gov/coronavirus](http://www.kdheks.gov/coronavirus) or the Centers for Disease Control’s COVID-19 website at [www.coronavirus.gov](http://www.coronavirus.gov).

KDHE also has a phone bank available to answer questions from the public or health care professionals, Monday thru Friday from 8:00 AM to 5:00 PM. The toll-free number is: 1-866-534-3463 (1-866-KDHEINF).

*Note: Only official government websites pertaining to COVID-19 should be shared with members of the public, unless specifically authorized to do otherwise by agency leadership.*