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1 NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED by the  
2 Director of Emergency Services of the City of Riverside that in due to the procedures put into  
3 place to slow down the spread of COVID-19, including the closure of City buildings, and in  
4 order to minimize the spread of COVID-19 amongst City Staff, I hereby order that each  
5 department only provide for minimum staffing, as set forth more fully in the attached Memo  
6 dated March 18, 2020.

7  
8  
9 Dated: 3/19/20

  
\_\_\_\_\_  
Director of Emergency Services  
City of Riverside

MARCH 18, 2020

For Immediate Release

TO: All Full-time and Part-time Benefitted City Staff  
FROM: Al Zelinka, City Manager and Director of Emergency Services  
RE: Minimum staffing order and continuity of services

Effective immediately, the City will implement a minimum staffing order until April 30, 2020, unless extended by the Director of Emergency Services. The City is taking these extraordinary steps to stop the spread of the COVID-19 virus while maintaining core City functions. Department Directors have identified their minimum staffing levels to continue City operations during this important time. You will be informed of your status by your direct supervisor.

Controlling this epidemic will depend on our ability to be responsible and calm in the face of uncertainty. Your efforts will be key. If you have any questions, please direct your questions to [HRAdmin@riversideca.gov](mailto:HRAdmin@riversideca.gov).

**IF YOU ARE DIRECTED TO NOT REPORT TO WORK:**

If you are directed to not report to work, by your supervisor or Department Head, the City has made provisions for salary continuance for employees. You will not be required to draw from your leave banks. Employees that are currently on FMLA, workers comp leave (TTD, 4850) or other approved leave (paid or unpaid), will continue to remain on that status. Salary continuance will only apply to employees that are active and ready to report to work, if necessary.

If during the order, you return to active status or are medically released to duty, contact your immediate supervisor and Human Resources at [HRAdmin@riversideca.gov](mailto:HRAdmin@riversideca.gov) to update your status.

You will be asked to provide a contact number or email address where you can be reached during normal business hours. Your contact information will be entered into the Everbridge Communication Platform. You will receive required employee communication using the Everbridge system, communication may include but is not limited to return to duty notifications and/or other critical updates to staff.

**\*\*\* You may be recalled to duty at any time to meet essential operations of the City or in the event the directive is lifted. \*\*\***

**IF YOU ARE REQUIRED TO REPORT FOR DUTY OR TELECOMMUTE DURING THE LOCAL STATE OF EMERGENCY:**

You must comply with your supervisor, manager or Department Head's directions to report to work, either in person or via telecommute. All provisions will be made to ensure your health and safety.

Employees on telecommute or remote work status are advised to limit VPN (Virtual Private Network) use and only access VPN when necessary to work in secured systems. Employees can access their email and Microsoft Teams, using Microsoft 365 at Office.com, with their City credentials.

Employees that are required to work, for continuity of services, will receive a bank of Administrative Leave to be used after the local state of emergency is lifted, within a set period of time to be determined, with no cash out provisions.

**TIMEKEEPING:**

All employees directed to not report to work should code time using payroll code: 3156 COVID-19 Leave, GL 411292, JL 41129200

Employees required to report for work should code their time normally.

Timecards can be completed remotely by logging in to the Employee Online system:  
<https://oseo.riversideca.gov/Finance/Edge/Login/Login.aspx?token=1&ReturnUrl=/Finance/Edge>

**BENEFITS INFORMATION: See attached**