

## City of Memphis

### *Employee Flexible Work Options*

#### *Frequently Asked Questions*

Please note – this document will be updated periodically as new information and guidance emerge.

*Updated August 13, 2020*

## **GENERAL INFORMATION**

### **Employee Flexible Work Options:**

- **Telework** - Employees who have the approval of the Division Director to telework.
- **Flexible Work Schedule** - Employees who are not eligible for telework can apply for a flexible work schedule with Division Director's approval.
- **FFCRA Eligible**- Employees who are not eligible for telework can apply for Families First Coronavirus Response Act (FFCRA) leave.

## **Telework Eligible**

### **Telecommuting**

#### **Q: What is telecommuting?**

A: Telecommuting is a work arrangement that allows the employee to fulfill his/her primary job responsibility at a location other than his/her worksite, such as at home.

#### **Q: Who approves telecommuting arrangements?**

A: The Division Director determines which employees are eligible for telecommuting arrangements based on business-critical operation continuity.

#### **Q: What types of positions are considered for telecommuting opportunities?**

A: Job characteristics of a position suited for telecommuting typically require the essential functions of the job to be performed at home with minimum supervision.

#### **Q: How does telecommuting work?**

A: Telecommuting staff should maintain daily contact by telephone and email with his/her department. Whenever possible, weekly face-to-face check-ins should be arranged to discuss work progress.

#### **Q: How do I know if I am eligible to telework?**

A: The Division Director selects which positions are eligible for telecommuting arrangements based on business-critical operation continuity.

#### **Q: How do I apply?**

A: Visit the Total Rewards website <https://totalrewards.memphistn.gov/> and click Flexible work options.

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## **Non- Telework Eligible**

**Q: I'm not eligible to telework. What are my options?**

**A: You can apply for a:**

- Flexible Work Schedule
  - Compressed Work Week
  - Customized Work hours
- FFCRA
- Or use Vacation or Bonus use with supervisor approval.

## **Flexible Work Schedule:**

**Q: I have been approved for a flexible work schedule. Under what conditions can an alternative work arrangement be discontinued?**

A: If at any time alternative work arrangements do not meet the operational needs of the Division, they may be discontinued at the discretion of the Division Director.

## **FFCRA**

**Q: What is FFCRA Emergency Family Medical Leave (EFMLA)?**

A: Emergency Family Medical Leave is a benefit that allows an employee to care for their son or daughter who is under 18 and whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

**Q: Am I eligible for the FFCRA Emergency Family Medical Leave benefit?**

A: If you don't have the approval to Telecommute, most Full and Part-time employees who have been employed by the City of Memphis for 30 calendar days or more are eligible. However, Commissioned employees, Communications employees, PSTs, Recruits, and EMS employees within the Police and Fire Divisions are not eligible.

**Q: If approved, how much FFCRA Emergency Family Medical Leave can I take due to my child's school closure?**

A: Up to 12 Weeks.

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**Q: How long and how much will I be paid while on FFCRA Emergency Family Medical Leave to care for my child due to school closure?**

A: If approved, an employee is eligible to receive two-thirds (2/3) of regular pay up to \$200/day with a cap \$12,000 over a (12) twelve-week benefit period. The first two weeks/10-day periods are unpaid. However, an employee may use the above Emergency Paid Leave benefit during that period, if available. Full-Time employees can elect to use 1/3 of their paid leave PTO to receive a full salary. Part-Time employees are entitled to 2/3 of their regular rate of pay or 2/3 of the applicable minimum wage, whichever is greater up to \$200 per day with a cap of \$12,000 over a 12- week benefit period. The remaining 1/3 is unpaid leave.

**Q: If I am on FFCRA Emergency Family Medical Leave to care for my child due to school closure, may I work from home?**

A: No. Employees who are eligible to Telework are not eligible for FFCRA Emergency Family Medical Leave you must be unable to work from home.

**Q: How do I apply?**

A: A: Visit the Total Rewards website and click Flexible work options <https://totalrewards.memphistn.gov>

## **Public Safety**

**Q: I'm in Public Safety. What are my options?**

A:

- **Police Services** – Commissioned, communications, PST, or recruit employees should contact their supervisor for assistance.
- **Fire Services**- Follow the Chain of Command to discuss Swap or Sub Day options.