

**From:** Vigor Communications

**Sent:** Thursday, March 12, 2020 9:08 AM

**Subject:** Seattle School Closures - Update from Human Resources

As the Seattle area faces an unprecedented public health pandemic, you are likely aware the Seattle Public School system made the decision today to close all Seattle public schools starting Thursday, March 12th at least through Wednesday, March 25th. While we recognize that not all of our Seattle-based employees will be impacted, we anticipate there may be many for whom this creates a substantial challenge in regular attendance at work due to the need to care for minor children.

As public health officials have been communicating for some time, we encourage you to engage your childcare network to determine where and how you might be able to leverage your available resources. That may include engaging grandparents, trading child care responsibilities with another working parent to allow for some periods of work, connecting with other parents in your local community to watch children on a rotational basis etc. Even with this, we understand that employees who may need to care for minor children may not be able to work each scheduled workday during the closure.

The following policies and procedures will apply to employees that may need to remain at home to care for minor children, at any point during the 14-day closure:

### **Attendance**

Production employees should continue to call in to the attendance line at 1-844-660-0089 to report any absences on a daily basis as usual. Attendance points will not accumulate for those reporting that they are absent related to the care of minor children impacted by the school closure.

Salaried and Corporate Hourly employees should reach out to their direct supervisor to report any absences related to the closure on a daily basis.

### **Use of paid time off**

Employees may elect to use or not to use their accrued paid time off given the unprecedented nature of this event, with some exceptions for Salaried Exempt employees as noted below.

The company will assume that employees who are not working will apply their available vacation or paid time off to their absence.

For those wishing to have part or all of their absence unpaid, specific instructions are provided below for each employee type.

- For Salaried Exempt employees, not paid on an hourly basis:
  - Managers can evaluate these employees' ability to work from home while they are caring for minor children at home. This will include ensuring they can be engaged in productive work away from the office and that they have the tools (VPN, etc.) necessary to make the needed connections to perform their work remotely. It is possible that not everyone will be able to be approved to work from home.
  - Salaried exempt employees must apply their paid time off benefits to any hours missed in a work day, if they have worked any part of that day (i.e. if you worked six hours and had two hours off work in a day you would need to use two hours of paid time off). If the Salaried exempt employee does not perform any work in a day, they may elect to take that day as unpaid by entering or having their supervisor enter the "Absent-Excused" pay code on their timecard.
- For Corporate Hourly employees, paid on an hourly basis:
  - Managers can evaluate these employees' ability to work from home while they are caring for minor children at home. This will include ensuring they can be engaged in productive work away from the office and that they have the tools (VPN, etc.) necessary to make the needed connections to perform their work remotely. It is possible that not everyone will be able to be approved to work from home.
  - Corporate Hourly employees may take unpaid time for any hours they are not working if they do not wish to apply their paid time off benefits. Employees or their supervisors should use the Pay Code "Absent-Excused" for any hours not worked where they do not wish to use paid time off benefits.
- For Production employees, paid on an hourly basis:
  - Working from home will likely not be practical for these employees.
  - Production employees that do not wish to use their paid time off to cover their absence can report such on the attendance line and supervisors will enter the pay code "Absent-Excused" on their timecard. Attendance infractions will not accrue for any such absences.

Human Resources is here to help answer any questions employees or their supervisors or managers may have. The local contacts are:

- HR Support at [AllHRSupportSeattle@vigor.net](mailto:AllHRSupportSeattle@vigor.net)

- Rick Seter at [rick.seter@vigor.net](mailto:rick.seter@vigor.net)
- Eric Hall at [eric.hall@vigor.net](mailto:eric.hall@vigor.net)

As has been noted in all our communications related to these developments, we will continue to adapt as needed as we work through this challenge. Our focus is first and foremost on the health and wellbeing of our workforce, their families and the community. To the extent we can minimize impacts to our workforce, our ongoing operations will benefit.

Thanks to everyone for their best efforts to be flexible, responsible and to contribute to the good of the whole while we navigate these uncharted waters.

Dawn Cartwright  
Vice President, HR Services & Risk Management