

CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT

KATHY GALLAGHER
DIRECTOR

DEPARTMENT MEMORANDUM NO. 108

March 23, 2020

To: Code 2, All EHSD Staff (-less Community Services)

**SPECIAL TIME STUDY INSTRUCTIONS RELATED TO THE COVID-19 PANDEMIC,
March 2020 through May 2020 (4th Quarter FY 19/20)**

The Employment and Human Services Department's (EHSD) time studies are a critical part of funding the programs administered by the department. Over 95% of EHSD's funding comes from federal and state revenues. Leveraging all federal and state funds is a critical component of balancing EHSD's budget. It is critical that staff time study daily and accurately.

Clerical and Administrative staff were previously required to complete a time study on a quarterly basis. Retroactive to March 1, 2020, all clerical and administrative staff will be required to complete a monthly time study. This is necessary to make sure that we are able to receive the maximum amount of federal and state funds for EHSD operations and for the population we serve. The monthly time study requirement will continue through May 2020 and beyond if necessary.

The following codes have been added to time studies to capture time associated with the State of Emergency Declaration due to the COVID"-19 pandemic.

I. Code DR0001 State of Emergency Declaration

This time study code captures costs related to employees who need to take time off due to illness, caring for a family member, or childcare due to school closures may do so without using accruals. Pre-approved time off with the use of accruals should be recorded to Less: Paid Time Off. Currently this code has been authorized for use by the County Administrator through April 6, 2020. Additional instructions will be provided if this code is approved for use beyond April 6, 2020. See All Staff memo from Kathy Gallagher (EHSD03-19-20e.pdt).

Contact TimeStudyinbox@ehsd.cccounty.us to add the below time study codes to your time study.

II. Code DR0002 Red Cross Shelter Volunteer

This time study code captures costs related to employees who help set up the shelter and manage the Red Cross shelters.

III. Code EOC001 Emergency Operations Center

This time study code captures costs related to response planning and coordination working in departmental operations center or county-wide emergency operations center.

Staff is to complete and sign their **March, April, and May 2020** time studies by the first working day of the following month. First and second line supervisors, as appropriate, are to review, approve, and electronically sign their subordinates' time studies in Time Study Buddy no later than the second working day of the following month. All time studies are due no later than 4:00 on the fourth working day of the following month.

CONTACT PERSON: Annie Phetinta, extension 8-483 7

CANCELLATION DATE: **May 31, 2020**

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