

<b>HUMAN RESOURCES MEMORANDUM 23-012</b>		DATE ISSUED: 08/20/2023
SUBJECT: <b>EMPLOYEE ASSISTANCE PROGRAM (EAP) AND ADMINISTRATIVE TIME OFF (ATO) REMINDERS FOR WILDFIRES AND SEVERE STORM IMPACTS, DECLARED STATE OF EMERGENCIES</b>		REFERENCE: <a href="#">CCR 599.785.5</a> <a href="#">HR Manual 2121</a>
TO: All Department of General Services (DGS) Employees		SUPERCEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES**

**Purpose**

The purpose of this memorandum is to provide employees with updated information regarding severe storm impacts in Southern California and to share information regarding the State Employee Assistance Program (EAP) resources for employees and their families who may be indirectly or directly impacted by fires and other emergencies, as well as to provide a reminder regarding Administrative Time Off (ATO).

**Hurricane Hilary (a Governor Declared Emergency)- Severe Storm Impacts in Southern California**

Hurricane Hilary is currently forecasted to track into Southern California as a tropical storm, bringing moderate to heavy showers, thunderstorms, and possibly strong winds and flooding to the area.

Individuals who live in Southern California are advised to stay informed by subscribing to county text alerts at [CalAlerts.org](http://CalAlerts.org). They should limit non-essential travel during the peak of the storm on Sunday and Monday, and prepare for the possibility of electrical outages, high winds, flooding, and ocean surges.

Please continue to monitor local public safety announcements in counties where you live, as well as where you work for any further alerts or actions needed.

Additional resources will be provided once made available.

**Telework**

DGS leadership encourages telework as appropriate during the severe weather period for the safety of state employees while maintaining the continuity of operations. Employees should follow the standard process to request telework from their supervisor.

Employees who are teleworking and experience power outages due to the state of emergency will be provided ATO until power is restored. If power goes out in a state office, employees who can telework should be allowed to do so, and those who

cannot telework should be provided ATO until power is restored. (See process to request ATO below.)

## **EAP Information**

As California experiences wildfire and severe storm impacts and prepares for significant upcoming rainfall, employees may request services through the state EAP program.

Magellan's free 24-hour crisis line is available for individuals who may be impacted by the California wildfires and severe storm impacts State of California employees and their dependents who are eligible for EAP services and need support may call the EAP toll free number at (866) 327-4762 or visit the [EAP website](#) to access both individual and family resources.

If needed, programs can request Critical Incident Stress Debriefing (CISD) services. A specialist will assist with scheduling an event and will provide information to address any unique needs. Please contact OHR at [DGSEAP@dgs.ca.gov](mailto:DGSEAP@dgs.ca.gov) to request a CISD.

To assist the community, Magellan also offers victims, family members and friends who may be impacted by the California wildfires and severe storms, confidential consultation services by calling 1(800) 327-7451. Magellan can provide other resources, such as referrals to local non-profit organizations and additional community-based support to assist impacted individuals.

## **ATO for Wildfires and Other Governor Declared Emergencies**

[California Code of Regulations \(CCR\) 599.785.5](#) allows for up to five days of ATO during a Governor declared state of emergency for those employees that meet the provisions of the rule. Per the California Department of Human Resources (CalHR) online HR Manual section [2121 – Administrative Time Off](#), in addition to the authority by rule to provide days of ATO, departments have delegation to approve ATO for up to a total of 30 calendar days.

The [CCR § 599.785.5](#) allows for ATO during a state of emergency as outlined below:

(a) Employees may be granted a paid leave of absence of up to five days by their appointing power when the employee works or resides in a county where a state of emergency has been proclaimed by the Governor and the appointing power determines that at least one of the following conditions exists:

(1) The employee's normal place of business is closed temporarily, during the employee's normal work shift, due to the effects of the emergency.

(2) The emergency effectively precludes the employee's ability to find reasonable routes of transportation from the employee's normal residence to the workplace.

(3) The emergency presents an immediate and grave peril to the employee's own safety, that of an employee's immediate family member, or the employee's principal residence.

(4) The employee is actively involved in a formal, organized effort to protect the health and safety of the general public; such as, the employee is a member of the auxiliary fire or police department or the employee is asked by local authorities to assist with sandbagging efforts.

(5) The employee needs to take time off to apply for disaster assistance from the Federal Emergency Management Agency (FEMA) because the employee is unable to apply for assistance before or after the employee's normal work shift.

(b) No paid leave of absence shall exceed five working days without the prior approval of the appointing power and the prior approval of the Department of Human Resources. The Department of Human Resources shall grant approval of a paid leave of absence in excess of five working days based on its finding that one of the criteria above continues to be met.

(c) State employees called into service as specified in Government Code section 19844.5 are excluded from the above standards.

#### **Additional Information on CalHR Wildfire Resource page**

More information may be found on the [CalHR Wildfire Resource](#) page, including tips and strategies on how to prevent, prepare for, and cope with wildfires on the [EAP Support for Wildfires](#) page.

#### **Process to Request ATO**

The responsibilities of the employee, supervisor, Program Administration Manager, and Office of Human Resources (OHR) to request ATO are outlined below:

##### Employee Responsibilities

- Employees should notify their supervisors immediately if the employee is impacted by wildfires or other Governor declared emergency.
- Employees and supervisors should discuss if telework is an option and review the ATO criteria outlined in CCR Section 599.785.5 and the CalHR Manual [Section 2121 - Administrative Time Off \(ATO\)](#).

##### Supervisor Responsibilities

- When a supervisor recommends that an employee meets the ATO criteria outlined above, an immediate request should be submitted to the Program's Administration Manager (i.e., Employee Resource Liaison (ERL) Manager). The following information must be included:
  - Employee name
  - Division and Office
  - Classification
  - City (both worksite and residence)
  - Which criteria the employee qualifies for

- Anticipated number of ATO days/hours

#### Program Administration Manager Responsibilities

- Upon receiving a request for ATO from a supervisor, submits the request immediately to DGS OHR at [dgshumanresources@dgs.ca.gov](mailto:dgshumanresources@dgs.ca.gov).
- Coordinates approval, denial, and pending ATO requests with OHR.
- Provides employee and supervisor with the Project Accounting and Leave (PAL) ATO alias to notate ATO usage in employee's timesheet.
- Monitors ATO to ensure it does not extend beyond the approved number of days/hours.
- Requests extensions from OHR when applicable.
- Maintains documentation for audit purposes.

#### OHR Responsibilities

- Reviews each request to ensure the request meets all outlined criteria, and, when applicable, seeks approval from CalHR.
- Provides Program Administration Manager with the PAL ATO alias to ensure usage is tracked in the employee's timesheet.

#### **Questions**

For questions or to request ATO for wildfires or severe storms or other Governor declared emergencies, please contact the Office of Human Resources at [dgshumanresources@dgs.ca.gov](mailto:dgshumanresources@dgs.ca.gov).