

## Workplace Flexibility Reminder

Aug 13, 2020



As the COVID-19 public health emergency evolves, many employees find themselves needing to address challenges with managing family responsibilities, like availability of daycare, different school schedules – whether in person or virtual – or even elder care. FirstEnergy remains committed to helping employees meet family needs by offering flexible options where possible while we navigate this situation together.

Our [Guidelines on Workplace Flexibility](#) and [Time-Off Due to COVID-19](#) includes practices for workplace flexibility as well as time-off due to COVID-19.

### **Guidelines for workplace flexibility include:**

To help employees meet the challenges in front of us, leaders are encouraged to support enhanced flexibility during this time, talk with employees to understand their specific situations and seek creative solutions for accommodating their needs. Here are some of the flexible options:

- Working from home is the preferred option whenever possible
- Working more flexible hours than typical – including earlier start time, later stop time, different shift or working non-traditional hours – from your work location or at home in order to support your family needs due to COVID-19, including:
  - Caring for your children due to day care or virtual schooling
  - Providing care for an elderly relative due to the lock down/closing of a nursing home or similar facility
  - Caring for a household member that is ill with COVID-19 or if you are quarantined due to COVID-19 and able to work
- Restructuring roles or work sharing amongst groups where possible to permit working from home
- For bargaining unit employees, working with union leadership to provide flexible opportunities within current labor agreements or, to the extent necessary, to identify new opportunities for represented employees

## **COVID-19-time coding\***

There are many essential jobs within the company that cannot be done flexibly. In situations where all possible flexible work options have been exhausted and employees have a qualifying need, the COVID-19 time code (CV19) remains an option for employees to use. Additional situations to use CV19 include:

- Use code CV19 for any illness with COVID-19 related symptoms. This code provides employees with straight time, regular pay
- Employees experiencing COVID-19-like symptoms should stay on CV19 – even after a negative COVID-19 test result – until they are able to return to work, in order to encourage sick employees to stay home
- No validation will be required from a healthcare provider of an absence for a respiratory /flu-like illness to help minimize the spread of illness and the fact that healthcare providers may not be able to provide documentation in a timely manner given the current volume of illness
- Employees with COVID-19 symptoms will need to follow the Corporate Health & Safety COVID-19 process before returning to work. All other return to work situations should follow the normal process.

*Remember, this time code is a FirstEnergy benefit. It should only be used for situations approved by your supervisor and supported by our guidelines for workplace flexibility and time-off due to COVID-19. Please contact your local Human Resource representative with any questions.*

Please continue to check the *FirstEnergy Today* portal, the [Corporate Health & Safety SharePoint site](#) and [MyFirstRewards.com](#) for new information. And please print and post important information for employees who do not access the portal routinely.

### **Read more**

- [Coronavirus Update: Guidelines for Workplace Flexibility and Time-Off Due to COVID-19](#) portal article
- [COVID-19 Time Coding Updates and Anthem Health Plan Enhancement](#) portal article
- [Guidelines on Workplace Flexibility](#)
- [Time-Off Due to COVID-19](#)
- [Coronavirus SharePoint site](#)
- [FirstEnergy Coronavirus News &Resources website](#)

*\*Bargaining employees should refer to their respective collective bargaining agreement and Memorandums of Agreement on this topic.*