

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 22, 2020

To: Department Personnel Officers (excluding Department of Water and Power)

From: Dana Brown, Chief Employee Relations Officer



Subject: **NEW QV, QU, AND QW TIMECODES – DEFINITION, USAGE, AND TRACKING**

On April 1, 2020, the federal government passed the Federal Families First Coronavirus Response Act (FFCRA) to provide compensation for employees who are unable to work or telecommute because of various COVID-19 situations. On April 10, 2020, the Personnel Department released a memo addressing the City's compliance with the FFCRA for non-essential staff and emergency responders. On May 13, 2020, the Personnel Department updated the memo addressing FFCRA compliance for non-essential staff, emergency responders, and the addition of essential staff. In this memo, two new variation codes were introduced as follows:

- Timecode QV: Up to 80 hours of 100% paid administrative leave for employees who are caring for an individual advised by a health care provider or are subject to an order to quarantine or isolate. In order to use this code, employees must provide documentation from a health care provider of the need for care.
- Timecode QU: $\frac{2}{3}$ pay for essential employees who have childcare needs due to the COVID19 school and child care provider closures **and plan to supplement with accumulated compensated time off (CTO) to offset the $\frac{2}{3}$ pay.** Employees utilizing this timecode will need to be on the 5/40 schedule as the code is not configured for the FLSA impacts of the 9/80 schedule. For essential employees who are not going to supplement their pay and will accept the $\frac{2}{3}$ pay, **timecode QW** should be used. Employees using the QW timecode will not need to change their work schedule.

NOTE: Half time essential employees who accrue compensated time off based on the number of compensated hours should use the QW timecode. If half time employees wish to supplement with accumulated CTO, the CAO/ERD should be consulted to determine the appropriate pay code.

Beginning June 21, 2020, QV, QU, and QW are effective and available for employee use on their timesheets. Any employee who took time off to care for a vulnerable individual or for childcare purposes prior to June 21, 2020 shall not have their pay affected. Any time off that was taken to care for a vulnerable individual shall be changed to QV, not to exceed the allowed 80 hours for this benefit.

TIMECODE QV USAGE AND TRACKING

Employees may use the QV timecode for up to 80 hours. The employee will be compensated at 100% of their current hourly rate for the QV-coded hours, including any permanent bonuses. To ensure that no more than the allowed 80 hours are used, department payroll staff must track the use of the QV timecode for each employee.

TIMECODE QU USAGE AND TRACKING

The QU timecode will compensate full-time employees at 100% of their current hourly rate, including any permanent bonuses. As such, employees are only permitted to use timecode QU for up to 5.5 hours per day in order to achieve the effect of 2/3 pay. The employee may offset the reduction in pay with any other combination of accumulated CTO and/or hours worked. Hours worked may also be used for employees who wish to work partial days. Employees must utilize their accumulated compensated time off banks in the order listed in their MOU's (or Administrative Code) Family and Medical Leave article. Under the FFCRA, 12 weeks (480 hours) of time-off for childcare purposes are to be applied toward the employee's allowed Family and Medical Leave per their MOU or the Administrative Code. For timesheet entry and time tracking, please use the chart below and see the following instructions:

Actual QU Hours	QU Hours for Employee Entry on Timesheet
1	1.0
2	1.5
3	2.0
4	3.0
5	3.5
6	4.0
7	5.0
8	5.5

NOTE: In order to comply with Section 4.112 of the Administrative Code, the supplemental CTO hours must be taken in half-hour increments. As such, these QU calculations have been rounded up to the nearest half-hour, where necessary, to ensure full availability of supplemental CTO time.

- *Employee Timesheet Entry*

Using the chart above, the employee will look in the "Actual QU Hours" column to find the number of hours used. Next, the employee will find the corresponding converted number in the "QU Hours for Employee Entry on Timesheet" column, which will be entered onto their timesheet. As an example of an employee who chooses to use all CTO time to make their pay whole, if 5 hours were used to care for their child on a given day, the employee will only enter 3.5 hours on their timesheet. This acts as the conversion to 2/3 of the salary. The remaining 4.5 hours can be any form of CTO. If the employee chooses to use a combination of QU, HW, and CTO, the employee may only use the combination of

QU and HW up to 8 actual hours. For example, if an employee only needs 5 hours to care for their child, they will enter 3.5 hours on their timesheet. Since the employee was already compensated for 5 hours (via QU 3.5), up to 3 HW hours can be entered on the timesheet without overtime implications. The remaining 1.5 hours would need to be CTO.

- *HR/Payroll FFCRA Time Tracking*

For tracking purposes, HR/Payroll staff will find the number of QU hours listed on the employee's timesheet in the "QU Hours for Employee Entry on Timesheet" column from the chart above. Next, they will find the corresponding number in the "Actual QU Hours" and record this number for tracking purposes. Using the same example as above, if an employee enters 3.5 hours of QU on a given day, these hours will need to be tracked as 5 hours used for childcare.

TIMECODE QW USAGE AND TRACKING

The QW timecode has been programmed to pay an employee at $\frac{2}{3}$ of their hourly rate, including any permanent bonuses. Employees may enter a maximum of 80 hours per pay period of QW. Because the QW timecode has been programmed to pay an employee at $\frac{2}{3}$ of their hourly rate, a conversion is unnecessary. If an employee chooses to use the QW timecode, they will not be able to supplement their time with accumulated CTO. Under the FFCRA, 12 weeks (480 hours) of time-off for childcare purposes are to be applied toward the employee's allowed Family and Medical Leave per their MOU or the Administrative Code.

Please remember that the child care timecodes of QU and QW should only be used by essential staff who are unable to work or telecommute. Non-essential staff who remain off work due to COVID-related child care needs should continue to use the timecode 19.

If you have any questions regarding the QV, QU, or QW timecode usage, you may contact the Employee Relations Division at cao.erd@lacity.org or (213) 978-7676. Please note that employee questions should be directed to your department's Personnel Section.