From: Town of Wayland

To: AFSCME Local 690 Members

Subject: Union membership communication

Dear AFSCME Members,

I hope everyone is hunkered down and staying safe and healthy. It certainly has been a difficult and crazy time for everyone and I wanted to touch base to share a discussion that the unions had with the Town Administrator on March 26th. I do apologize for the delay in reaching out but it has been very busy in the Health Department and I finally had a chance to confirm these notes below to ensure I am sharing the accurate information with you all.

Summary of discussion with unions and the Town Administrator - 3/26/20

Payroll

- Base pay for each employee will be paid out at normal intervals. We have about 30 employees who still receive paper checks: encourage them to sign up for direct deposit to avoid potential delays in receiving their wages.

- At the end of each month we will process exception pay. Exception pay for March will appear on an employee’s April 23 paycheck. Similarly, any exception pay for April will appear on the second paycheck in May. Have employees address paycheck issues to Louise Miller and Kathleen Buckley

Illness among employees

- There is a zero tolerance policy for working when sick. Even if symptoms are mild, employees are to stay home. We will begin checking the temperatures of people working in town buildings. We are working to determine a cutoff temperature and will follow up when we’ve made a decision.

- Employees cannot use vacation or comp time while the state of emergency is ongoing. Anyone who calls out sick will be marked with a “C” Code (for COVID-19), and this will be not taken out of their sick time.

- Special accommodations will be made for employees with at-risk issues

Financial

- Department managers have been asked to review expenses in their department to determine what can be scaled back. It will be a difficult quarter for us financially revenue-wise, and the next fiscal year (or two) will likely present challenges.

Facilities/Vehicles

- Most Town buildings are completely closed, except to essential employees. Only the transfer station and lobby of the public safety building are open to the public. Transfer station policies have been updated on the Town’s website explaining more limited services. Most buildings have been thoroughly cleaned, or will be cleaned prior to reopening.

- We have transitioned to a single employee driving each vehicle. They are to be disinfected before someone else uses it.

Please stay safe and let me know if you have any questions.

Thank you,

Julia

Julia Junghanns, R.S., C.H.O.

Director of Public Health

Town of Wayland

Health Department

41 Cochituate Road, 01778

508-358-3617 ph

508-358-3619 fax

email: jjunghanns@wayland.ma.us