

COVID-19

ICC Staff Update

2 APRIL 2020

CURRENT ALERT LEVEL **4**



I hope you're coping with this different reality - even for those of us who are continuing working in our usual environment, there are changes to the rest of our world.

Payroll was processed last night as usual, and I know that there have been a lot of questions about future arrangements. I indicated to you earlier that you would be paid for the month, but ELT needed more time to consider on what basis the payments would be made.

ELT considered this yesterday. We always knew that we have good staff who are doing a sterling job now, and who we will need to have on board when we are able to reopen for business. What we discussed yesterday was how things have already changed - we've been asked for people to assist three different activities based either at Emergency Management Southland's Emergency Operations Centre, or tasks able to be done from your homes. We believe these requests will only increase - and may well grow to include some physical activity such as delivering welfare support.

We also recognised that we're asking for flexibility from you - particularly through this period, and possibly when we open again.

ELT agreed that:

1. You will be paid to Sunday 26 April (this is the period that is paid on 29 April). This will include the three statutory holidays of Good Friday, Easter Monday, and Southland Anniversary Day. Although the circumstances are different at present, we expect you will be able to take these as "days off". If not, your manager will be in touch with you.
2. You will not be asked to take any annual leave for any of this period as you will continue to be paid special pandemic leave, however the notice of requirement to take annual holidays during a defined closedown period is still in place, as this may now be required after 26 April.
3. There are already indications that this lockdown period may last for longer than four weeks. The arrangements for any

period after 26 April are likely to look different. If this is going to cause you financial hardship, we encourage you to contact EAP and seek budgeting advice now. We will seek to work with you, but depending upon individual circumstances you may have a drop in income.

4. You do not need to record allowances (as per the email from Payroll last week). Although I understand some team leaders and managers have found this useful and may ask you to share your hours worked with them in other ways. However, you do need to advise if your time should be recorded as sick leave, bereavement leave, annual leave (unlikely, we know!) or pandemic support work. This is because if you are sick, you are unable to be redeployed to other work, and we want to record pandemic support work in case of any government support payments. Keep note of any pandemic support work hours and email them weekly to payroll@icc.govt.nz

Local government's work supports the community - and during an emergency, that work can change. We employ some people who are essential service workers, and we have staff who may be asked to undertake some essential support work. It would be fair to say that there is an expectation you would be able to assist in some way.

Your salary payments are made on the basis that you are able to be redeployed, and make a contribution to your community. If this is not the case, you should discuss this with your manager.

These are challenging times for everyone. We really need to look out - virtually, or by telephone - for each other. We all react to stress differently. If you need support, you only have to ask - your colleague, your manager, or EAP.

Unite against COVID-19:

Be kind. Share only facts, not rumour. Time to prepare, not panic. www.covid19.govt.nz