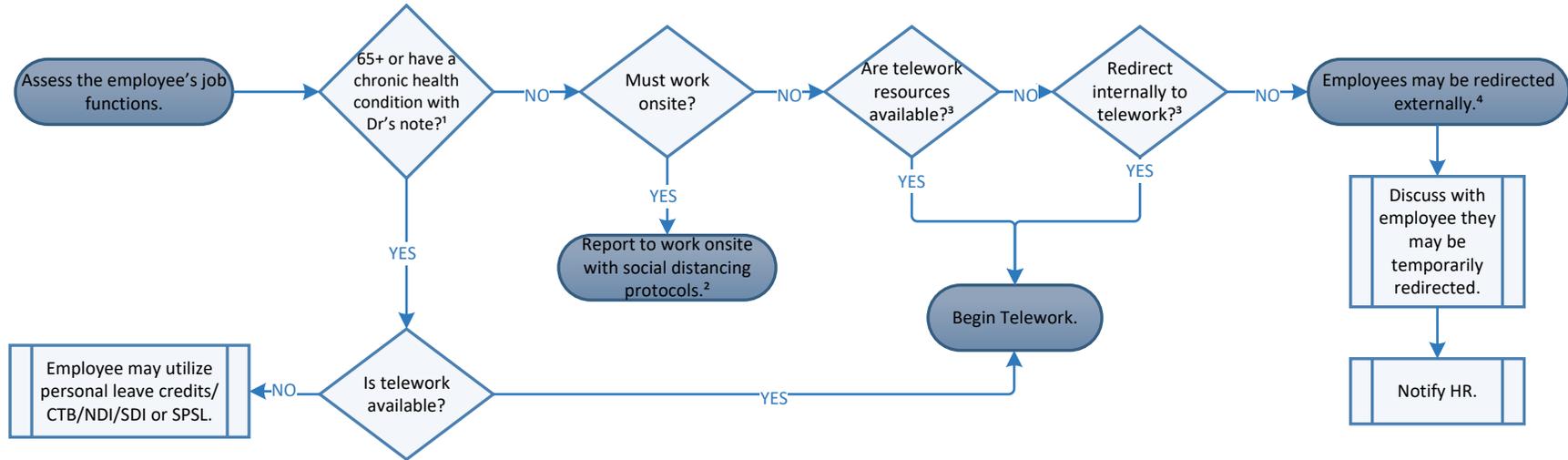


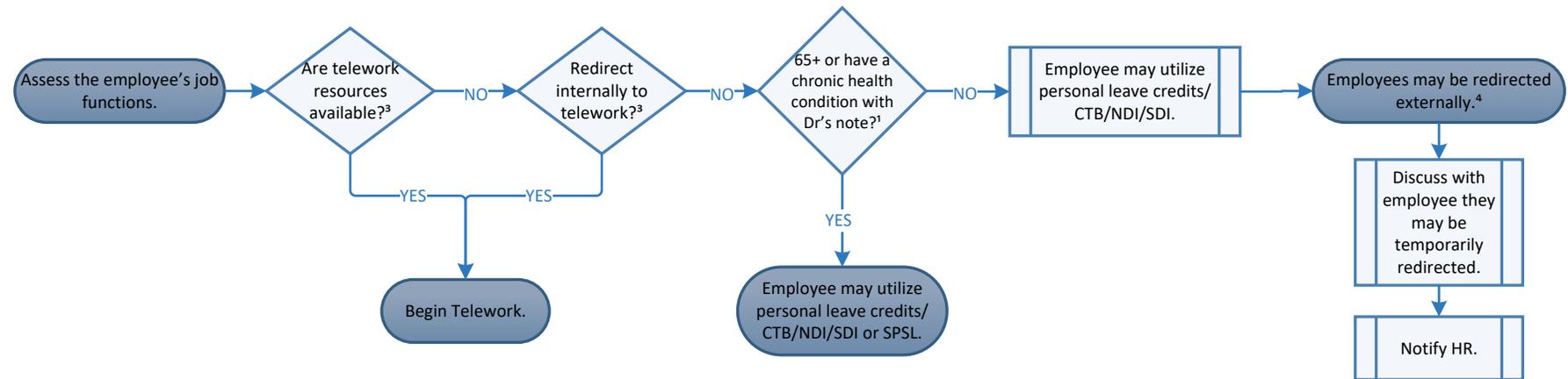
# Essential / Non-Essential Employee Decision Tree (Rev. 04/09/2021)



**Essential Employees**  
Critical to the continuity of operations during the COVID-19 emergency.



**Non-Essential Employees**  
Non-critical to the continuity of operations during the COVID-19 emergency.



Effective January 1, 2021, Supplemental Paid Sick Leave (SPSL) can be utilized until September 30, 2021.

<sup>1</sup> A doctor's note should have an end date.

- **Self-quarantine:** Employees who may have been exposed to COVID-19. Employees who are solely identified as high-risk do not qualify under this criteria.

- **Isolation:** Employees who have tested positive for COVID-19 and ordered to self-isolate.

<sup>2</sup> Employers must implement rotational and flexible schedules to ensure employee safety.

<sup>3</sup> Employers must prioritize telework for employees who are 65+ or with chronic health conditions; then assess telework availability for all others. If telework equipment is limited, utilize the Potential Telework Ideas resource posted on the CDCR internet.

<sup>4</sup> External redirection of work includes reporting to CalHR for reassignment to essential duties which are able to be performed for another department remotely.

# Flowchart Outline Descriptions for Essential / Non-Essential Employee Decision Tree

## Essential Employees Outline

Chart begins: "Assess the employee's job functions.", then "65+ or have a chronic health condition with Dr's note?<sup>1</sup>"

- I. If "YES", then "Is telework available?"
  - A. If "NO", then "Employee may utilize personal leave credits/CTB/NDI/SDI or SPLS."
  - B. If "YES", then "Begin Telework."
- II. If "NO", then "Must work onsite?"
  - A. If "YES", then "Report to work onsite with social distancing protocols.<sup>2</sup>"
  - B. If "NO", then "Are telework resources available?<sup>3</sup>"
    1. If "YES", then "Begin Telework."
    2. If "NO", then "Redirect internally to telework?<sup>3</sup>"
      - a. If "YES", then "Begin Telework."
      - b. If "NO", then "Employees may be redirected externally.<sup>4</sup>", then "Discuss with employee they may be temporarily redirected.", then "Notify HR."

## Non-Essential Employees Outline

Chart begins: "Assess the employee's job functions.", then "Are telework resources available?<sup>3</sup>"

- I. If "YES", then "Begin Telework."
- II. If "No", then "Redirect internally to telework?<sup>3</sup>"
  - A. If "Yes", then "Begin Telework."
  - B. If "No", then "65+ or have a chronic health condition with Dr's note?<sup>1</sup>"
    - a. If "YES", then "Employee may utilize personal leave credits/CTB/NDI/SDI or SPLS."
    - b. If "NO", then "Employee may utilize personal leave credits/CTB/NDI/SDI.", then "Employees may be redirected externally.<sup>4</sup>", then "Notify HR."