

NJ TRANSIT RAIL OPERATIONS PROCEDURES FOR THE ADMINISTRATION OF REPRESENTED EMPLOYEES CONCERNING THE CORONAVIRUS (COVID-19)

In an effort to protect the health and safety of both our employees and customers, while continuing to ensure continuous rail passenger service, NJ TRANSIT Rail Operations provides the following guidance on COVID-19 issues:

- Q. What should an employee diagnosed with COVID-19 or directed to self-isolate or quarantine do?
- A. Employees who have been diagnosed with COVID-19 or directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19 are not permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or until the expiration of the self-isolation or quarantine period (for those who were directed). The employee should notify his/her immediate supervisor by phone or email as soon as possible upon learning of the diagnosis or direction to self-isolate or quarantine and should indicate that he/she is “unavailable for work due to a COVID-19 related medical issue.”
- Q. How will NJTRO treat such an employee as it concerns payment and administration of attendance policies?
- A. If an employee is diagnosed with COVID-19, or directed by a medical professional or government agency to self-isolate or quarantine due to a suspicion of exposure to or a diagnosis of COVID-19, or the employee is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, and the employee provides documentation from a local, state or federal governmental agency, a medical professional or hospital verifying the diagnosis or quarantine, then the employee shall not be subject to the attendance policy and shall not be required to use accumulated sick leave time if the employee provides documentation verifying same within three (3) work days of the employee’s absence to the NJT Medical Department via email to medical@njtransit.com or via fax to 908-445-3392. The employee will receive sick leave pay in the manner set forth in his/her collective bargaining agreement without said sick leave days being deducted from the employee’s allotment.

If the employee does not provide the required documentation to the NJT Medical Department within three (3) working days of the initial absence, the employee will be subject to the attendance policy (note: employee may be exempt from the attendance policy for the first five days of sickness in the year, if so provided in the employee’s CBA) and any sick leave days taken will be deducted from the employee’s sick leave allotment.

- Q. What should an employee do if the employee's absence is caused by the employee's need to care for an immediate family member who is diagnosed with COVID-19 or directed by a medical professional or government agency to self-isolate or self-quarantine due to a suspicion or exposure to or a diagnosis with COVID-19, etc.?
- A. If the employee's absence is caused by the employee's need to care for an immediate family member who is diagnosed with COVID-19, or directed by a medical professional or government agency to self-isolate or quarantine due to a suspicion of exposure to or diagnosis with COVID-19 or is undergoing a period of self-quarantine of an immediate family member, then the employee should immediately notify his/her supervisor. The employee shall not be subject to the attendance policy and shall not be required to use accumulated sick leave if the employee provides documentation from the immediate family member's primary care physician verifying same within three (3) working days of the initial absence to the NJT Medical Department, as stipulated above. The employee will receive sick leave pay in the manner set forth in his/her collective bargaining agreement without said sick leave days being deducted from the employee's allotment. If the employee does not provide the required documentation within three (3) working days of the initial absence, the employee will be subject to the attendance policy and any sick leave days taken will be deducted from the employee's sick leave allotment. (Note: employee may be exempt from the attendance policy for the first five days of sickness in the year, if so provided in the employee's CBA.)
- Q. How will NJ TRANSIT Rail deal with a situation in which an employee's absence is due to the need to care for a child whose school is closed related to COVID-19?
- A. If an employee's absence is caused by the employee's need to care for his/her child due to the closure of a child care center, preschool program, elementary or secondary school (grades K-8), related to COVID-19, the employee must notify his/her immediate supervisor in person, by phone or email as soon as possible upon learning of the need that they are "unavailable for work due to a COVID-19 school closure" and if the employee provides timely documentation verifying the COVID-19 related closure to his/her supervisor, the employee will not be subject to the attendance policy. Failure to provide adequate and/or timely documentation will be subject the employee to the attendance policy. Employees may utilize single vacation days and personal days if desired to receive pay on these days. Notification of the desire to receive payment for these days should be made to the employee's supervisor at the time the employee advises the supervisor of the need to care for his/her child. Note: if both parents are employed by NJ TRANSIT, this will only apply to one parent.

Q. What other steps should an employee take concerning their status with NJ TRANSIT Rail?

A. Any employee who is covered by any of the above-described situations must provide periodic updates as to their condition and expected return to work date by contacting the NJT Medical Department at 973-378-6072 or email at: medical@njtransit.com, no less than once every 14 calendar days. All of the above-referenced employees have the responsibility to immediately report any changes in circumstances that permit them to return to work to NJT's Medical Department at 973-378-6072 or via email at medical@njtransit.com.

Q. How long will the above-referenced procedures remain in effect?

A. NJ TRANSIT will terminate the above-referenced procedures at its discretion giving due regard to the evolving COVID-19 situation and after notification to our labor Organizations.