

COVID-19

FAQ for Staff:

Where should I send my expense, timesheet, SHARE Swag Certificate and receipts, etc.?

Please submit timesheets, expense forms with receipts, mileage reimbursements, etc. to info@advocateswi.com

When I return to work will I perform my same job?

All positions are being assessed to best meet the needs of the organization, clients and families, as well as adhering to our core safety standards. Some work may not be able to be performed in the way it was before the pandemic began and so will change the job itself.

Who will be called back first?

We really can't answer that question today, the Leadership team will be looking at the priority of client need and who is most suited for the work needed

I was wondering about federal supplements being given to businesses who have to give 2-week quarantine to staff. Does Advocates fall under that mandate?

Emergency Sick Leave. Under the Act, a private sector employer may be required to pay its employees emergency paid sick leave. If so, the Act allows employers a credit against the 6.2% employer share of payroll tax in an amount equal to 100% of the "Qualified Sick Leave Wages" that are paid under the Act. With respect to any individual employee, the credit is limited to \$511 per day (in the case of sick leave to care for themselves) or \$200 per day (if the sick leave is to care for a family member or child whose school is closed) for a total of 10 days.

Emergency Family Leave (EFMLA). The Act also provides employers with a similar credit for employees utilizing family leave program. Employers are allowed a separate credit against their payroll tax obligations in an amount equal to 100% of the "Qualified Family Leave Wages" that are paid under the Act. The credit is limited to \$200 per day and \$10,000 in the aggregate for any individual employee.

Advocates will require record of proof of illness, quarantine, or child care/school closure related to employees, family members or self-employed individuals to whom claimed credits relate.

So what about the ones who just started with you? Can we file unemployment?

Unemployment is connected to individuals; the unemployment office will determine your benefits based on your employer/s over the past 18-months.

What is the plan for clients?

Casey Coughlin and Sabrina Myrick are leading the team communicating with schools, parents and counties to identify and ensure plans for individual clients. Employees on temporary lay off will be called back as the client census returns to normal. This could take days, weeks or months. Advocates is following the lead of our state and local governments around safety and closures. The impact of school closures on the organization is not yet known. Contact Sabrina with scheduling questions (920)770-7130.

Who is communicating with parents? Foster Parents? What should I do if one reaches out to me?

Casey Coughlin is leading the team communicating with parents. If parents reach out to you with questions, please direct them to Casey Coughlin, (920)883-5979

What is the anticipated return date for the temporary lay off? Is it permanent?

Employees on temporary lay off will be called back as the client census returns to normal. This could take days, weeks or months. Advocates is following the lead of our state and local governments around safety and closures. The impact of school closures on the organization is not yet known.

If I opt for a voluntary layoff, what is the return date? Will I have a job when it ends?

Again, the full impact of the pandemic on the organization is not known. Advocates values all employees. Your leadership team is working to mitigate the negative affects of the crisis on our staff, community partners, clients and families. Employees on temporary lay off will be called back as the client census returns to normal. This could take days, weeks or months. Advocates is following the lead of our state and local governments around safety and closures. The impact of school closures on the organization is not yet known.

How do I file for unemployment benefits if I am laid off?

Employees experiencing layoff are encouraged to file for unemployment insurance benefits using the information found [here](#).

Can I return to work if I travel outside of Wisconsin or the U.S.?

To reduce transmission of COVID-19 among staff and clients, and sustain safe business operations Advocates is requiring a mandatory 14-days return to work waiting period for any employee who travels outside the state of Wisconsin. Considerations will be made for employees who may live across the Michigan border. If you have traveled outside of the state within the last 14-days, or plan to travel outside of the state, please notify your manager immediately.

I am laid off, what should I do with my organization issued keys, phone, laptop and other company property?

Advocates will be implementing distance/virtual learning for some clients; some of those families may not have access to technology, so Advocates is requesting the return of all property so devices can be temporarily reissued to students, as needed. Keys, phones and laptops will be reissued as laid off workers are called back. If you are on temporary layoff, please return Advocates property, especially laptops, as soon as possible. For maximum cost savings measures and per contractual agreements, account access for employees on layoff will be immediately suspended (Kaleidacare, Office365, Relias).

How will I get my paycheck if I am not working?

Paychecks for employees who are on temporary layoff will be mailed to the employee's home address via U.S. Mail. Please confirm your current address by emailing info@advocateswi.com.

Can I still provide respite while I am laid off?

Yes! Please contact Kayce Murphy or Casey Coughlin for scheduling or to certify your home for respite or foster care placement licensure opportunities. *Advocates is seeing an influx in emergency respite services as the pandemic continues; this service is essential as we continue to support families.*

What happens to my benefits when I am laid off? UPDATE 4/6/2020

Health Insurance benefits for employees who were laid off were covered 100% by Advocates through 3/31/2020. Effective 4/1/2020, Advocates will continue to pay the employer portion of health insurance premium; employees will resume paying their portion.

Payments can be made using personal/bank check or money order mailed to:

AHTL
PO Box 5699
De Pere, WI 54115