Local Union No. 3 COVID-19 (Coronavirus) ADM Update - March 16, 2020

As many jobsites, workplaces, and upcoming jobs are being affected by COVID-19 (Coronavirus) there may be a need to reduce an employer’s ADM workforce for a temporary period of time. In order to ensure that any members affected by the reduction of employees in any company for this reason, the following protocol should be followed. This protocol will ensure that an employee temporarily laid off for an extended period of time (at least one week) will be eligible for Unemployment Insurance immediately and will keep their medical coverage intact.

- Employer fills out a Termination Slip designating that the layoff is for a “Temporary Reduction of Workforce due to the Coronavirus impact”
  - Employer may include a return date or put “TBD”
- Employer will send a copy of the layoff slip to ADM Business Representative Christopher Erikson Jr.
- The member will contact the ADM Division at Local Union No. 3 to register by phone
  - Member will also send a copy of the layoff slip by fax or email
- Local Union No. 3 will notify Joint Board’s Members Records Department

This temporary layoff policy does not cover:
- ADM member isolated due to a positive Coronavirus test
- ADM member under mandated or self-quarantine due to exposure or potential exposure, or being otherwise ill
- ADM member having to care for a sick family member
- ADM member having to care for children due to school closures

The situations above should be handled potentially through the employer continuing to pay that individual’s wages, vacation time, sick days, NYS Paid Family Leave, FMLA, or any upcoming government mandated Paid Sick Leave (yet to be determined).

Fraternally yours,

Christopher Erikson Jr.
Business Representative

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