

Pay During COVID-19 Health Crisis

The following pay guidelines are effective 12:01 AM Sunday, March 15, 2020 and may be modified as necessary.

Employee/Circumstances	Pay	Required Steps
Non-Exempt employee working from home	Regular Pay (Overtime and double time pay rules apply)	<ul style="list-style-type: none"> • Actual work hours are recorded on employee's timecard. • If the employee works a partial day, the remaining regularly scheduled hours are totaled and coded to OHP.
Non-Exempt employee required to work on-site	Regular Pay (Overtime and double time pay rules apply)	<ul style="list-style-type: none"> • Work hours are recorded on employee's timecard. If the employee works a partial day, the remaining regularly scheduled hours are totaled and coded to OHP. • Employees who "swipe" a time clock should follow current department guidelines regarding clocking in and out during their shift. • Supervisors of employees who work a partial day and "swipe" a time clock should total and code the remaining regularly scheduled hours to OHP.
Non-Exempt employee not working from home or on-site	Regular Pay	<ul style="list-style-type: none"> • Regularly scheduled hours are coded to OHP on employee's timecard. • Supervisors of employees who "swipe" a time clock should total and code regularly scheduled hours to OHP.
Exempt employee	Regular Pay	<ul style="list-style-type: none"> • No entry is required on the timecard to reflect hours worked. • Full day absences are entered on the timecard using the appropriate pay code (Vacation, sick, personal).
Sick/Sick Dependent Pay		
Non-exempt employee is out a full or partial day due to their own illness (Including self-quarantine)	Sick Pay	<ol style="list-style-type: none"> 1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick pay. 2. If the employee has exhausted all accrued sick time, the employee will be paid up to 112 hours.* 3. The regularly scheduled hours after sick time is exhausted should be totaled and coded to SCP. 4. Supervisors of employees who "swipe" a timeclock should total and code regularly scheduled hours after sick time is exhausted to SCP.

Non-Exempt employee is out a full or partial day due to the illness of a family member	Sick Dependent Pay	<ol style="list-style-type: none"> 1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick dependent pay. 2. If the employee has exhausted all accrued sick dependent time, the employee will be paid up to 112 hours.* 3. The regularly scheduled hours not covered by sick dependent time should be totaled and coded to SCP. 4. Supervisors of employees who “swipe” a timeclock should total and code regularly scheduled hours after sick time is exhausted to SCP.
Exempt employee is out due to their own illness (Including self-quarantine)	Sick Pay	<ol style="list-style-type: none"> 1. Full day absences are entered on the timecard using the sick pay code. 2. If the employee has exhausted all accrued sick time, the employee will be paid up to 112 hours.* 3. Full day absences not covered by sick pay should be coded to SCP.
Exempt employee is out due to the illness of a family member	Sick Dependent Pay	<ol style="list-style-type: none"> 1. Full day absences are entered on the timecard using the sick dependent pay code. 2. If the employee has exhausted all accrued sick dependent time, the employee will be paid up to 112 hours.* 3. Full day absences not covered by sick dependent pay should be coded to SCP.

Note: If an employee has exhausted sick/sick dependent time, 112 hours of SCP than their remaining vacation and personal time will be charged.

***An employee will only be eligible for a total of 112 hours of pay to supplement unavailable sick/sick dependent time.**