

Title: COVID19 Premium Pay	Policy Number: POL 160.003
Reference(s): Coronavirus Local Fiscal Recovery Funds Grant Agreement with Snohomish Health District	Effective Date: <b>Insert date approved</b>  Supersedes:
Approved By:  Stephanie Wright, Chair, Board of Health	Revised Date:

#### **PURPOSE:**

To establish a premium pay program to compensate District employees required to be on the front lines ensuring citizen access to government services since the beginning of the pandemic despite facing the danger of workplace exposure to COVID19.

#### **PHILOSOPHY:**

On March 23, 2020, Washington Governor Jay Inslee issued Proclamation 20-25, a "Stay Home – Stay Healthy" order closing non-essential workplaces, requiring people to stay home except to participate in essential activities or to provide essential business services, and banning all gatherings for social, spiritual, and recreational purposes. This order was extended multiple times. Under the "Stay Home – Stay Healthy" proclamation many District employees were deemed "Essential Critical Infrastructure Workers" performing work to protect communities and ensure continuity of functions critical to public health and safety as well as economic and national security. It is the District's philosophy to provide additional compensation for frontline employees to further employee retention goals.

#### **DEFINITIONS:**

**American Rescue Plan Act of 2021 (ARPA):** The United States Congress passed ARPA on March 10, 2021, providing direct relief to units of local government through the United States Department of Treasury. Allowable use of the direct relief funds, and on permissible use is to provide premium pay to eligible local government workers facing increased risk due to COVID19.

**Essential worker:** According to the US Department of Homeland Security, essential workers are those who conduct a range of operations and services that are typically essential to continue critical infrastructure operations.

**Position Description:** Describes the duties and responsibilities required by the employee to complete on a part time or full-time basis.

**Potential exposure to COVID19:** Performing job duties in an on-site work location where the employee must interact in person with members of the public for cumulative total of at least fifteen (15) minutes in a twenty-four (24) hour period or with co-workers that in the same day interacted with members of the public for a cumulative total of at least fifteen (15) minutes in a twenty-four (24) hour period.

**Premium pay:** Means a sum of money or bonus paid in addition to the regular salary.

**Telecommute:** The ability for employees to complete their normal work duties from home utilizing internet, email and telephone.

## POLICY:

Throughout the entirety of the COVID19 emergency, citizens of Snohomish County have been relying upon the work of District employees who face the risk of exposure to COVID19 to maintain government services.

Many District employees cannot choose to work from home and must come to work to perform their jobs, which can involve substantial interaction with customers and co-workers that could potentially spread the virus. They are wearing masks, trying as much as possible to social distance, performing safety protocols, and learning new skills to decrease transmission of the virus to protect themselves and the public. Eligible District employees working during the COVID emergency merit a premium pay bonus because they have performed duty or work involving additional risk of exposure to the COVID19 virus. Many District employees have been working under such conditions since the beginning of the pandemic.

The District is promoting retention of these vital workers by ensuring that its employees are compensated for the risks of working during the COVID19 emergency.

### A. Eligible Employees

1. Employed by Snohomish Health District as of the effective date in a regular full or part time position budgeted for at least 20 hours per week.
2. Employed in the position and assigned regular duties within the position description for at least (6) months between March 23, 2020 and effective date of the policy.
3. During the six (6) qualifying months of assigned duties, was required by their supervisor to perform job duties on-site (as opposed to remote telework) for cumulative total of at least one-hundred-twenty (120) work hours that placed the employee in a position of potential exposure to COVID19.
4. Supervisors will complete a Justification Form (160.003.00.01) and submit to Human Resources by **October 8, 2021**. Supervisor will not include any information that identifies an individual as this is a public record and will be submitted to the Department of Treasury as a requirement of ARPA.
  - a. If an employee transferred positions during the effective dates, the current supervisor will contact the previous supervisor to see if they qualify. The current supervisor will list that employee on their list.
5. Once Justification Form is completed, Supervisors will complete the Qualifying Spreadsheet (160.003.00.02) and submit to Human Resources. Supervisor will list only those employees qualified to receive the Premium Pay.

**Commented [PA1]:** Only if it is approved at the 9/14 board Meeting.

### B. Premium Pay

An eligible employee shall receive premium pay for hours worked up to a maximum total of one thousand two hundred fifty dollars (\$1,250) in premium pay follows:

1. FLSA exempt employees shall receive a lump sum of \$625 in each of the first two pay periods that the FLSA exempt employee receives paid compensation for at least seven (7) eight-hour work shifts or an equivalent number of work hours starting October 16 through December 15, 2021.
2. FLSA non-exempt employees shall receive a premium of \$8.00 per hour (\$12.00 per hour for hours worked at a time-and-a-half overtime rate) for each hour worked October 16 through December 15, 2021 until a maximum premium of one thousand two hundred fifty (\$1,250) in premium pay is earned.
3. The following employees are excluded from eligibility: Administrative Officer, Health Officer, Division Directors and Managers.