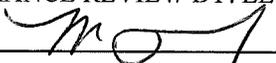
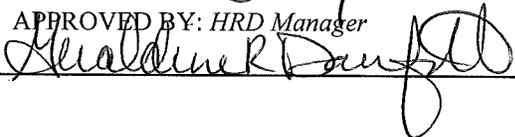


 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: COVID-19 Hazard Pay</p>	<p>ORIGINATION DATE: July 17, 2020 REVISION DATE: EFFECTIVE DATE: After last signature</p>
<p>AUTHOR: HRD</p>	<p>APPROVED BY: <i>Compensation and Benefits Director</i> </p>	<p>DATE: 7/21/20</p>
<p>DEPARTMENT: All</p>	<p>APPROVED BY: <i>Title & Signature</i></p>	<p>DATE</p>
<p>DIVISION: All</p>	<p>APPROVED BY: <i>Title & Signature</i></p>	<p>DATE:</p>
	<p>APPROVED BY: <i>Title & Signature</i></p>	<p>DATE:</p>
<p>EEO REFERENCE NUMBER: 3289</p>	<p>COMPLIANCE REVIEW BY: <i>EEO</i> </p>	<p>DATE: 7/21/20</p>
<p>PAGE NO: 1 of 2</p>	<p>APPROVED BY: <i>HRD Manager</i> </p>	<p>DATE: 7/21/20</p>

1.0 PURPOSE

1.1 To establish how COVID-19 Hazard Pay will be distributed to employees.

2.0 DEFINITIONS

- 2.1 Employee: For purposes of this SOP an employee is any individual employed by the Nation and includes elected or appointed officials but does not include individual employees by a Tribally chartered corporation.
- 2.2 Hazard Pay: Additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.
- 2.3 Hazardous Duty: An unusual danger of serious injury or illness due to exposure to serious disease for which complete protection cannot be provided.

3.0 WORK STANDARDS / PROCEDURES

Work Standards

- 3.1 An employee is eligible to receive Hazard Pay if all the following apply:
 - 3.1.1 The employee is physically reporting to a work site, including but not limited to a health clinic, Oneida Nation facility or place of business, or inside a client's home;
 - 3.1.1.1 Employees who telecommute are not eligible for Hazard Pay.
 - 3.1.2 The employee is performing hazardous duty(s) related to COVID-19 and is not accounted for in the employee's current job description.

- 3.1.3 The hazardous duty(s) or work involving physical hardship must be assigned or authorized by the employee's supervisor. Unauthorized duties do not qualify for Hazard Pay.
- 3.2 Employees eligible to receive Hazard Pay will be categorized as either Tier 1 or Tier 2 and will receive a Hazard Pay amount that correlates to the risk presented by their job duties (higher risk equals greater Hazard Pay).
 - 3.2.1 Tier 1 employees are at high risk of being exposed to individuals that may be infected with or are known to have COVID-19.
 - 3.2.1.1 Hazardous duty(s) or physical hardship related to COVID-19 should make up at least 50% of an employee's work duties.
 - 3.2.1.2 Examples of Tier 1 employees are:
 - 3.2.1.2.1 Healthcare personnel providing patient care/testing for individuals that may be infected with or are known to have COVID-19.
 - 3.2.1.2.2 Emergency responders that come face to face with individuals that may be infected with or are known to have COVID-19.
 - 3.2.1.2.3 Employees providing face-to-face customer service to a high volume of individuals that may be infected with, but are not known to have, COVID-19 (e.g. retail associates).
 - 3.2.1.2.4 Employees who performed sanitizing duties and responsibilities in locations that have high exposure to individuals that may be infected with or are known to have COVID-19.
 - 3.2.1.3 All employees that reported to a physical work site for pay period ending March 14, 2020 through pay period ending April 11, 2020 will be considered Tier 1 employees during that period.
 - 3.2.2 Tier 2 employees are at low to medium risk of being exposed to individuals that may be infected with or are known to have COVID-19.
 - 3.2.2.1 Hazardous duty(s) or physical hardship related to COVID-19 make up less than 50% of an employee's work duties.
 - 3.2.2.2 Examples of Tier 2 employees are:
 - 3.2.2.2.1 Employees that occasionally work side by side or provide face to face customer service to individuals that may be infected with or are known to have COVID-19.
- 3.3 Departments must submit to the Human Resource Department (HRD) a list of employees who are eligible to receive Hazard Pay. Eligibility for Hazard Pay is identified within 3.1.
- 3.4 The COVID-19 Finance Team will determine the total amount of funds available for Hazard Pay.
 - 3.4.1 COVID-19 Hazard Pay will be paid with funds received from the CARES Act and any similar COVID relief funding.

- 3.4.2 The CARES Act may be used to fund eligible activities that occur from March 1, 2020 through December 30, 2020.
- 3.4.3 Hazard Pay will end once the funds received from the CARES Act have been exhausted or by December 30, 2020.
- 3.5 Hazard Pay will be distributed in lump sum payments to eligible employees.
 - 3.5.1 Lump sum payments may be based upon specific periods of time. Example period of times are:
 - 3.5.1.1 Pay period ending March 14, 2020 to pay period ending April 11, 2020 (This was the initial period of time that essential employees had to report to a physical work site with minimal safety measures put in place.)
 - 3.5.1.2 Public Health State of Emergency Declarations:
 - 3.5.1.2.1 March 12, 2020 to April 11, 2020;
 - 3.5.1.2.2 April 11, 2020 to May 12, 2020;
 - 3.5.1.2.3 May 12, 2020 to June 11, 2020;
 - 3.5.1.2.4 June 11, 2020 to July 12, 2020
- 3.6 The employee must be an active employee at the time of Hazard Pay distribution in order to receive the Hazard Pay.

Procedures

- 3.7 Departments will submit to the HRD a list of eligible employees to receive Hazard Pay. The list shall include:
 - 3.7.1 Employee Name and Number,
 - 3.7.2 Tier 1 or Tier 2 designation
- 3.8 HRD will compile the lists of eligible employees submitted by Departments in order to determine the total number of eligible employees.
 - 3.8.1 HRD may follow up with Departments on any clarifications needed with their submitted lists.
 - 3.8.2 If there is a discrepancy on the classification of an employee as Tier 1 or Tier 2, HRD will make the final determination of Tier or Tier 2.
- 3.9 The COVID-19 Finance Team will determine the amount of Hazard Pay to be distributed.
- 3.10 HRD will implement the Hazard Pay accordingly.

4.0 REFERENCES

- 4.1 Oneida Nation Declaration of Public Health State of Emergency

5.0 FORMS

