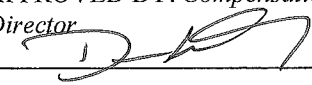
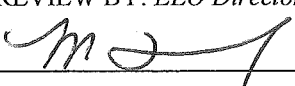
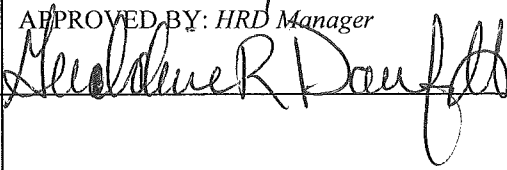
 <p><b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b></p>	<p>TITLE:  COVID-19 Paid Time Off</p>	<p>ORIGINATION DATE: October 14, 2020 REVISION DATE: June 30, 2021 EFFECTIVE DATE: After last signature</p>
<p>AUTHOR: HRD</p>	<p>APPROVED BY: <i>Compensation &amp; Benefits Director</i> </p>	<p>DATE: 7/27/21</p>
<p>DEPARTMENT: All</p>	<p>REVIEW BY: <i>EEO Director</i> </p>	<p>DATE: 7/27/21</p>
<p>DIVISION: All</p>	<p>APPROVED BY: <i>HRD Manager</i> </p>	<p>DATE: 7/27/21</p>
<p>EEO REFERENCE NUMBER: 5999 PAGES: 1 of 3</p>		

**1.0 PURPOSE**

1.1 To establish guidelines and rules for COVID-19 Paid Time Off.

**2.0 DEFINITIONS**

2.1 Close Contact: Any of the following situations happened during working hours:

2.1.1 Employee was within 6 feet of a person who had COVID-19 for a total of 15 minutes or more over a 24-hour period.

2.1.2 Employee had direct exposure to respiratory secretions (for example, being coughed or sneezed on).

2.1.3 Employee cared for a person who has COVID-19.

2.2 Medical Provider: Physician, Physician Assistant, Nurse Practitioner and Public Health Official.

2.3 Member of Household: An individual (related or not related to the employee) who is living in the same household at the time of a COVID-19 positive test result.

2.4 Training Wage: A wage provided to certain tipped employees, during periods of time in which they are not receiving tips.

2.3.1 The training wage would be in lieu of their hourly rate of pay.

### 3.0 WORK STANDARDS/PROCEDURES

#### Work Standards

- 3.1 All employees on the Oneida Nation's payroll are eligible.
  - 3.1.1 Individuals on Lay Off, Furlough, Leave of Absence, Pre-approved time off work (vacation/personal time) or off the schedule are not eligible.
- 3.2 COVID-19 paid time off is for employees who are unable to work due to the following reasons:
  - 3.2.1 Employee had close contact with an individual who has COVID-19 (Close contact shall be retroactive to June 1, 2021),
  - 3.2.2 Employee or member of employee's household has a positive COVID-19 test result,
- 3.3 Employees who have had Close Contact with an individual who has COVID-19 are eligible for up to 80 hours of paid time off.
  - 3.3.1 This paid time off may only be used one time.
- 3.4 Employees who receive a Positive COVID-19 Test Result are eligible for up to 80 hours of paid time off.
  - 3.4.1 This paid time off may only be used one time.
- 3.5 Employees shall be paid one hour of COVID-19 Vaccination if vaccination takes place during their regularly scheduled working hours.
- 3.6 Employees who have an Adverse COVID-19 Vaccine Reaction are eligible to take the following day off paid if the following day is a scheduled workday.
- 3.7 COVID-19 paid time off includes:
  - 3.7.1 Scheduled workdays missed, including holidays.
- 3.8 Paid time shall not exceed 40 hours per week.
  - 3.8.1 Regular rate of pay does not include lead, tips, or shift differential pay.
    - 3.8.1.1 A training wage may be used for tipped positions instead of the employee's regular rate of pay.
- 3.9 COVID-19 paid time off for a positive test result may be retro-active to when an individual was tested.
- 3.10 If an employee is able and approved to telecommute, they may do so; however, they will not be eligible for COVID-19 paid time off while telecommuting.

- 3.11 Employees who choose to receive COVID-19 paid time off will not accrue vacation/personal time during that time.
  - 3.11.1 Insurance benefits will continue as normal.

Procedures

- 3.12 Employee shall notify their supervisor if they:
  - 3.12.1 Have had close contact with an individual who has COVID-19 during working hours.
  - 3.12.2 The employee or a member of an employee's household receives a COVID-19 positive test.
  - 3.12.3 Had an adverse vaccine reaction.
- 3.13 Positive COVID-19 test results shall be supported by documentation from a Medical Provider.
  - 3.13.1 Support documentation shall be given to the supervisor.
  - 3.13.2 Documentation pulled from a medical facility's website (i.e., MyPrevea site) would qualify as supporting medical documentation.
- 3.14 For non-exempt employees who receive the COVID-19 Vaccine during working hours, the supervisor shall enter the "RGNP1" code into KRONOS for one hour.
  - 3.14.1 The comment to use is, "CV – COVID-19 VACCINATION."
- 3.15 The supervisor shall enter the "COVID" code into KRONOS for each day the employee is off.
  - 3.15.1 When the employee has had close contact with an individual who has COVID-19 or tests positive for COVID-19, the comment to use is, "CP – COVID-19: POSITIVE/ISOLATING."
  - 3.15.2 When the employee has an adverse reaction to the vaccine, the comment to use is, "CN – COVID 19: ADVERSE REACTION TO VACCINE."
- 3.16 The supervisor shall maintain communication with the employee and/or employee's family.

**4.0 REFERENCES**

- 4.1 BC Resolution #11-24-20-F Fiscal Year 2021 Budget and Budget Directives