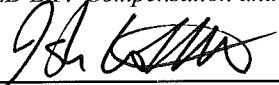


 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	TITLE: Pandemic Pay Policy	ORIGINATION DATE: 7/30/2020 REVISION DATE: 10/01/2020 EFFECTIVE DATE: After last signature
AUTHOR: Retail	APPROVED BY: <i>Compensation and Benefits Director</i> 	DATE: 10/6/2020
DEPARTMENT: All	APPROVED BY: <i>Title & Signature</i>	DATE:
DIVISION: All	APPROVED BY: <i>Title & Signature</i>	DATE:
	APPROVED BY: <i>Title & Signature</i>	DATE:
EEO REFERENCE NUMBER: 4182	REVIEWED BY: <i>EEO Director</i> 	DATE: 10/6/2020
PAGE NO: 1 of 3	APPROVED BY: <i>HRD Manager</i> 	DATE: 10/06/20

1.0 PURPOSE

- 1.1 To establish how Pandemic Pay will be distributed for eligible employees who have worked during pandemic periods designated by the Oneida Nation Declaration of Public Health State of Emergency.

2.0 DEFINITIONS

- 2.1 Employee: For purposes of this SOP an employee is any individual employed by the Nation, including elected or appointed officials; however, does not include individual employees by a Tribally chartered corporation.
- 2.2 General Public: The community or customers in general and does not include an individual who is in the role of an employee.
- 2.3 Pandemic Pay: Additional pay for performing hazardous duty related to an Oneida Nation declared Public Health State of Emergency (e.g. COVID-19).
- 2.4 Hazardous Duty: An unusual danger of serious injury or illness due to exposure to a serious disease for which complete protection cannot be provided and puts an employee at risk of contracting it (e.g. COVID-19).
- 2.5 Telecommuting: a work arrangement in which employees are allowed limited flexibility in working location and hours. Alternative work sites might include working from home or another location.
- 2.6 Face to Face or Public Facing: In close contact (less than 6 ft.) in an interaction that takes place in person with members of the General Public.

3.0 WORK STANDARDS / PROCEDURES

Work Standards

- 3.1 Pandemic Pay must be authorized by the Oneida Nation. The authorization will identify the period in which Pandemic Pay will occur.
 - 3.1.1 The Human Resources Department (HRD) will communicate the authorized period in which Pandemic Pay will occur.
- 3.2 An employee is eligible to receive Pandemic Pay if all the following apply:
 - 3.2.1 The employee is physically reporting to a work site.
 - 3.2.1.1 Employees who telecommute are not eligible for Pandemic Pay during the time in which they are telecommuting.
 - 3.2.2 The employee is performing hazardous duty(s) related to a declared pandemic (e.g. COVID-19).
 - 3.2.3 The hazardous duty(s) must be assigned or authorized by the employee's supervisor.
 - 3.2.4 On a recurring regular daily basis, work with or in close proximity to customers in the general public or perform duties that increase the risk of exposure. For example:
 - 3.2.4.1 Employees providing direct and regular contact (i.e. face-to-face) to a high volume of individuals that may be infected with, but are not known to have, COVID-19 (i.e. Retail Associates, Cage Cashiers, Slot Service Representatives, etc.).
 - 3.2.4.2 Employees who are public facing and deliver essential services (i.e. Police Officers, Health Care Workers, Security Personnel, etc.).
 - 3.2.4.3 Employees who perform COVID/temperature screening or sanitizing duties and responsibilities in locations that have high exposure to individuals that may be infected with or are known to have COVID-19 (i.e. Custodians, Receptionist, AJRCCC Nursing Staff, etc.).
- 3.3 Department must submit to HRD a list of employees who meet the criteria as identified within 3.2 to receive Pandemic Pay.
 - 3.3.1 Areas may require additional chain-of-command review and approvals.
- 3.4 Pandemic Pay is contingent upon available and authorized funding.
 - 3.4.1 HRD will communicate the authorized funding when identifying the authorized period in which Pandemic Pay will occur.
- 3.5 Pandemic Pay will be paid for each hour worked that meets the requirements of 3.2. Pandemic Pay shall only be used to compensate work hours within the specific period of Oneida Nation Declaration of Public Health State of Emergency or similar designation by the Oneida Business Committee.
 - 3.5.1 For example: If an employee works 40 hours in a work week and all those hours are in a public facing capacity, they will receive 40 hours of Pandemic Pay for that work week. If an employee works 40 hours in a work week and only 20 of those hours are in a public facing capacity, they will receive 20 hours of Pandemic Pay for that work week.
 - 3.5.2 Paid breaks are included as eligible time for pandemic pay.

- 3.6 The employee must be an active employee at the time of Pandemic Pay distribution in order to receive the Pandemic Pay.
- 3.7 Pandemic Pay will be \$2.00 paid for each hour worked that meets the requirement of 3.2.

Procedures

- 3.8 Departments will submit to HRD a list of eligible employees to receive Pandemic Pay. The list shall include:
 - 3.8.1 Job Code and Position Title (Departments may designate all employees in a position as eligible)
 - 3.8.2 Employee Name and Number,
 - 3.8.3 Summary of hazardous duties performed that are related to a declared pandemic (e.g. COVID-19) as indicated in 3.2
- 3.9 HRD will compile the lists of eligible employees submitted in order to determine the total number of eligible employees.
 - 3.9.1 HRD may follow up with Departments on any clarifications needed with their submitted lists.
- 3.10 Upon notification from HRD, the Department may proceed with implementing Pandemic Pay.
- 3.11 HRD will provide the authorized list to the Time and Attendance Department.
- 3.12 Supervisors will utilize the Time and Attendance system (i.e. Kronos) to load pandemic pay for employees on a weekly basis.
 - 3.12.1 Supervisors must enter a comment indicating the reason the employee is eligible to receive pandemic pay (e.g. Face to Face Customer Service).
 - 3.12.2 Time and Attendance will verify that the pandemic pay posting corresponds with the authorized list received from HRD.
 - 3.12.3 Reimbursement of pandemic pay may occur for a posting error. The Supervisor will notify Time and Attendance of the error and authorize any necessary corrections.
- 3.13 HRD will provide to the General Manager level a weekly summary of pandemic pay paid out by employee to allow for verification that the pandemic pay is being administered correctly.

4.0 REFERENCES

- 4.1 Oneida Nation Declaration of Public Health State of Emergency

5.0 FORMS

