

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	TITLE: COVID-19 Paid Time Off SOP	ORIGINATION DATE: October 14, 2020 REVISION DATE: January 26, 2022 EFFECTIVE DATE: After last signature
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PAGE NO: 1 of 4		

1.0 PURPOSE

- 1.1 To prevent the spread of COVID-19 (COVID) and its associated variants within the Oneida Nation workforce and community, the following guidelines and rules have been established for administering COVID-19 Paid Time Off (COVID PTO) for COVID-19 related absences.
- 1.2 COVID PTO under this SOP will be dependent upon the status of available funding and/or the continuation of the Public Health Order.

2.0 DEFINITIONS

- 2.1 Close Contact: Any of the following situations:
 - 2.1.1 Employee was within six (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 Full-Time employment status: employees schedule 30.00 or more hours per week.
- 2.3 Half-Time employment status: employees scheduled 20-29.99 hours per week.
- 2.4 Medical Provider: Physician, Physician Assistant, Nurse Practitioner and Public Health Official.
- 2.5 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.

- 2.6 Part-Time employment status: employees scheduled 19.99 or less hours per week.
- 2.7 Training Wage: A wage provided to certain tipped employees, during periods of time in which they are not receiving tips.
 - 2.7.1 The training wage would be in lieu of their hourly rate of pay.

3.0 **WORK STANDARDS**

COVID-19 Paid Time Off (COVID PTO):

- 3.1 Employees on the Oneida Nation's payroll are eligible to receive COVID PTO if they meet conditions outlined in this SOP.
- 3.2 Employees shall be afforded a bank of COVID PTO hours pre-loaded to their time-off accruals on January 30, 2022, based on their regular employment status.
- 3.3 COVID PTO hours will be pre-loaded regardless if the employee has used COVID PTO in the past.
 - 3.3.1 Regular full-time status employees will receive 80 hours of COVID PTO.
 - 3.3.2 Half-time status employees shall be afforded 60 hours of COVID PTO
 - 3.3.3 Part-time status employees shall be afforded 40 hours of COVID PTO.
 - 3.3.4 Contracted staff: Employees hired under employment contracts are eligible for COVID PTO unless specified in their contract.
 - 3.3.5 Employees classified as sub-relief, Emergency Temporary (ET), Student Intern, or Youth Worker shall not be eligible for COVID PTO.
 - 3.3.6 Use of COVID PTO shall not:
 - 3.3.6.1 Result in an employee exceeding 40 hours per week on their weekly timesheet.
 - 3.3.6.2 Accrue vacation and personal time.
 - 3.3.6.3 Interrupt insurance benefits.
- 3.4 COVID PTO consists of the employee's regular rate of pay.
 - 3.4.1 No position will be paid less than the Nation's minimum wage.
 - 3.4.2 Tips, lead pay, and shift differentials shall not be included.

Using COVID PTO:

- 3.5 Employees may use COVID PTO when they miss scheduled work because:
 - 3.5.1 Current CDC COVID recommendations suggest quarantine or isolation. For example:
 - 3.5.1.1 The employee tests positive.
 - 3.5.1.2 The employee develops COVID symptoms.
 - 3.5.1.3 The employee needs a COVID test or is waiting for results.
 - 3.5.1.4 The employee has/had close contact with someone who tested positive.
 - 3.5.1.5 The time leading up to a negative test result is still covered if the employee was suspected of being exposed or exhibited symptoms.
 - 3.5.2 A medical provider or Public Health Official requires an employee to isolate or quarantine.
 - 3.5.3 A dependent child is sent home from school/childcare due to COVID.

- 3.6 An appointment is scheduled for a COVID vaccination:
 - 3.6.1 Up-to one (1) hour for the employee’s own vaccination.
 - 3.6.2 Up-to one (1) hour per dependent child’s vaccination.
 - 3.6.3 Vaccinations do not deduct from the banked COVID PTO
- 3.7 The employee has an adverse reaction to a COVID vaccination.
 - 3.7.1 Only the day after a vaccination is covered if scheduled.
 - 3.7.1.1 Does not deduct from banked COVID PTO (see 4.6 below).
 - 3.7.2 Employees who experience a delayed or prolonged adverse reaction are eligible for COVID PTO (see 4.7 below) if proper documentation is provided by a medical provider. Documentation should include the expected return date.
- 3.8 COVID PTO may not be used:
 - 3.8.1 After a negative COVID test result.
 - 3.8.2 Individuals on Layoff, Furlough, out of work status during an approved Leave of Absence, pre-approved time off work (personal/vacation time), or off the schedule are ineligible.

NOTE: When possible, supervisors are encouraged to accommodate other time off options for non-COVID illnesses to prevent spread among the workforce.
- 3.9 Retroactive requests:
 - 3.9.1 An employee may submit to their supervisor a request for retroactive COVID PTO if personal, vacation, or unpaid time off was used for a COVID related absence.
 - 3.9.1.1 The previous absence must meet the eligible COVID related criteria under this SOP.
 - 3.9.1.2 Retroactive requests must be submitted by March 1, 2022.
 - 3.9.1.3 The dates of absence included in the request must be October 1, 2021 through March 1, 2022.
- 3.10 Separation of employment: COVID PTO will not be paid out upon separation of employment. COVID PTO is only available to active employees under this SOP.

Alternative to COVID PTO:

- 3.11 Employees may work with their supervisors to request other forms of time off.
- 3.12 Employees who have mild or no symptoms may prefer to telecommute.
- 3.13 Employees may continue to experience COVID-related absences after their 80-hour bank has been depleted. Options for additional time off include:
 - 3.13.1 Vacation and/or personal time.
 - 3.13.2 Unpaid time off.
 - 3.13.3 Medical or other types of leave (if applicable)
 - 3.13.4 Donation of hours (if applicable)
 - 3.13.5 Telecommuting (if applicable)

4.0 PROCEDURES

- 4.1 Employee shall notify their supervisor as soon as any criteria listed in 3.5 applies.
- 4.2 Employees shall maintain contact with their supervisor while using COVID PTO.

- 4.2.1 The employee’s family members may be designated as a point of contact as needed due to the severity of the illness.
- 4.3 Positive COVID test results or orders to isolate or quarantine shall be supported by documentation from a medical provider or public health official when possible.
 - 4.3.1 Documentation pulled from a medical facility’s website (i.e., MyPrevea, etc.) would qualify as supporting documentation.
 - 4.3.2 Employees may utilize a home quick test and shall notify their immediate supervisor of the test result.
- 4.4 The supervisor shall be responsible for entering the appropriate pay and comment into Kronos.
- 4.5 For Vaccinations and Booster Shots:
 - 4.5.1 Enter pay code “RGNP1.”
 - 4.5.2 Enter comment “CV-COVID-19 VACCINATION.”
 - 4.5.3 For booster shots, type “BOOSTER” after the comment.
- 4.6 For adverse reactions limited to one day after COVID vaccinations:
 - 4.6.1 Enter pay code “COVID”
 - 4.6.2 Enter comment “CN-COVID-19: ADVERSE REACTION TO VACCINE.”
- 4.7 For all other COVID-related absences and delayed or prolonged adverse reactions to a vaccination:
 - 4.7.1 Enter pay code “CVDPT”
 - 4.7.2 Enter the appropriate comment:
 - 4.7.2.1 “CP – COVID-19: POSITIVE/ISOLATING.”
 - 4.7.2.2 “CQ – COVID-19: QUARANTINE: NOT WORKING – NO SYMPTOMS.”
 - 4.7.2.3 “CF – COVID-19: FAMILY CARE-EE CARING FOR SOMEONE WHO IS ILL”
 - 4.7.2.4 “CN-19: ADVERSE REACTION TO VACCINE.”

5.0 REFERENCES

- 5.1 Telecommuting SOP