

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	TITLE: COVID-19 Paid Time Off SOP	ORIGINATION DATE: October 14, 2020 REVISION DATE: October 28, 2022 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Comp & Ben Director</i>	DATE:
DEPARTMENT: All	APPROVED BY: <i>Exec. HR Director</i>	DATE
EEO REF #5999 PAGE NO: 1 of 4	REVIEWED BY: <i>Compliance Review/EEO Director</i>	DATE:

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, based on their regular employment status.
- 3.3 COVID PTO hours will be pre-loaded regardless of employee's use of COVID PTO in the past.
 - 3.3.1 Regular full-time status employees will receive 40 hours of COVID PTO.
 - 3.3.2 Half-time status employees will receive 30 hours of COVID PTO.
 - 3.3.3 Part-time status employees will receive 20 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. The examples identified below are subject to change based upon updates to the CDC COVID guidelines and employees should only quarantine or isolate based upon current CDC COVID guidelines:
 - 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 time leading up to a negative test result is still covered if the employee 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 work force.
- 3.9 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:

- 3.10 Employees may work with their supervisors to request other forms of time off.
- 3.11 Employees who have mild or no symptoms may prefer to telecommute.
- 3.12 Employees may continue to experience COVID-related absences after their COVID PTO bank has been depleted. Options for additional time off include:
 - 3.12.1 Vacation and/or personal time.
 - 3.12.2 Unpaid time off.
 - 3.12.3 Medical or other types of leave (if applicable)
 - 3.12.4 Donation of hours (if applicable)
 - 3.12.5 Telecommuting (if applicable)

4.0 PROCEDURES

- 4.1 Employee shall notify their supervisor as soon as any conditions listed in 3.5 apply.
- 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
- 5.2 BC Resolution #09-14-22-D “Fiscal Year 2021 Budget and Budget Directives”