

SAMPLE Pandemic/Appreciation Pay Policy for DV Organizations

- *Also includes a differential for essential office employees who must go to the office to maintain essential operations*

SAMPLE: Coronavirus Appreciation Pay Interim Policy

1. Appreciation Pay for Direct Service Employees

In recognition of the importance of our employee's health and safety while performing their duties during this coronavirus public health crisis, [Name of the organization] is instituting an interim policy to provide Appreciation Pay for direct service employees for their hours worked at shelters and at direct service sites. (e.g. court advocacy centers, food pantries, counseling centers, direct service sites). This includes supervisors who work on site at the shelters and direct service sites.

2. Appreciation Pay – Additional Hourly Amount

All staff who meet these criteria will receive an additional (e.g. \$3-4 dollars more an hour, or \$15 more an hour,... amount determined by the organization).ⁱ

Appreciation Pay is a temporary supplement to the employee's base pay. The Appreciation Pay is included in the employee's regular rate of pay in computing the employee's overtime pay, as per the Fair Labor Standard Act (FLSA).ⁱⁱ

3. Appreciation Pay Differential for Essential Office Employees

In addition, employees who must go into the office to maintain essential functions of the operations, including handling mail, server back-up, managing financial duties such as paying invoices and making check deposits, will receive a pay differential of ____ (e.g. \$50 dollars/week... determined by the organization). The Executive Director will designate the essential office employees.

4. Applicable Time Period for Appreciation Pay

The organization will provide enhanced hourly pay during the State of Emergency period identified by the Governor of the State of Ohio, (currently until May 29th, subject to extension).

This additional Appreciation Pay is retroactive to Sunday March 16th, 2020, the date of the Governor's State of Emergency Declaration ordering shelter-in-place measures for all Ohioans.

ⁱ The **Paycheck Protection Program (PPP) through the CARES Act** – small business forgivable loans to maintain staff – can be used to cover the additional payroll costs related to Hazard Pay. The loan is applied for through your bank and the loan is forgivable if the employer maintains staff on the payroll for 8 weeks after getting the loan.

ⁱⁱ The **Fair Labor Standards Act (FLSA) does not address Hazard Pay**, except to state that it must be included in the employee's regular rate of pay when calculating overtime.