

## ELEVATED LEVEL II SCENARIOS

**Scenario #1 - A regular, full-time non-exempt employee works in the office for 4 hours a day for the entire pay week. The employee records the 4 hours of work time each day on her time card using the COVID-19 time entry code. The remainder of each day is left blank. Will the employee be paid correctly?**

No, the employee will be over paid. All regular non-hourly employees must report their regular hours each day, in work hours or leave time as appropriate. If the employee does not work the remainder of the day, she must use some type of paid leave or leave without pay. When a regular employee leaves their time card blank or does not account for all of their regular hours, by default, the system will pay them for their percentage employed. In this example, if the employee worked for 4 hours and only reported the 4 hours of work plus the emergency release indicator, the employee would not only get paid each day for the 8 hours (4 regular hours worked and 4 premium), the employee would also get paid for the 4 hours not reported, if they are a full-time 100% employee, totally 12 hours per day; all hours over 40 would be paid at the rate of time and 1/2.

**Scenario #2 - An ES employee is pay grade ES6 is designated as emergency essential and goes into the office. The employee accounts for all of his time and uses the time entry code, COVID-19. Will this allow the ES employee to earn an extra hour of compensatory time for each hour worked?**

The "premium pay" is cash or comp, depending on an employee's OT status. Exempt employees would earn compensatory time (straight time) if in grades ES5 or below; however any one in ES 6 and above would not earn compensatory time. Employees in ES 6 and above only earn comp time if they work at least 5 hours on a holiday, and then they would be granted 8 hours of comp time. The other exempt employees would earn 1 hour for every hour worked, if they need to work outside the office during this elevated II level. If at all possible, we are asking for agencies to look for ways for employees to work from home to promote social distancing. If an employee cannot work from home and needs to work outside of their home, they would get premium pay, which means they would be credited for 1 hour of comp time for every hour worked. This would result in cash OT for non-exempt employees and compensatory time for eligible exempt employees. Employees who cannot work from home, but do not need to go into the office to work on anything critical or essential are entitled to Administrative Leave.

**Scenario #3 - A TE employee does not have any meaningful work to do at home or in the office and is placed on COVID-19 Admin Leave. How long should the TE be paid?**

The employee should only be paid for the amount of hours based on his/her scheduled hours, and the payment should stop when the employee's duration of employment is over. TEs cannot work more than 6 months and cannot be renewed.

**Scenario #4 - A contractual employee has a flu like illness. How can we keep this employee in a paid status?**

For this unique circumstance, contractual employees are eligible for advanced sick pay. The advanced sick form must be completed and the time card must reflect the appropriate advanced sick pay designation with the number of hours based on the employee's normal scheduled hours, not to exceed their percentage of employment. Payment of advanced sick pay should stop at the contract expiration date, unless a new contract is completed and is entered into Workday with valid dates. HRCs should close the contract and terminate, or renew, as usual. Please refer to the job aids for guidance.

**Scenario #5 - A non-exempt (cash overtime eligible) employee works a double shift (16 hours) as an emergency essential/mission critical employee in the first week of the pay period. How will the employee be compensated for that week?**

If the employee works regular hours in a pay week except works a double shift on one of the days, the employee would be compensated for 96 hours for that pay week: 40 hours at the regular hourly rate and 56 at the rate of time and one half.

**Scenario #6 - A full time non-exempt employee works 32 hours at home and 8 hours as an emergency essential/mission critical employee. How is the employee compensated for that pay week?**

The employee would be paid 48 hours: 40 regular hours and 8 hours at the rate of time and one half.

**Scenario #7 - A non-exempt employee who reports to work during elevated level II as an emergency essential employee will be credited with one additional hour for each hour worked. If the employee worked 40 hours in the pay week, how will the employee be paid?**

If the employee worked 40 hours in a pay week using the COVID-19 time entry code, Workday will credit the employee with 80 hours for that pay week. 40 hours will be paid at the regular rate of pay and 40 hours will be paid at the OT rate of time and one half. For a non-exempt employee, the system looks at the total hours for pay purposes and will pay OT as appropriate.

**Scenario #8 - I am an exempt employee and earn comp time. I work 32 hours at home and 8 hours as an emergency essential/mission critical employee. What do I get?**

The exempt employee who is eligible to earn compensatory time will be paid for 40 hours of regular pay and will receive 8 hours of comp time.

**Scenario #9 - I am an exempt employee and I work 45 hours in a pay week as an emergency essential employee at the worksite. How am I compensated for that pay week?**

The employee is paid for the regular 40 hours at the regular rate of pay and would also get 50 hours of compensatory time (40 hours of compensatory time for the regular hours worked and 2 times the extra 5 hours that were worked).

**Scenario #10 - I am a non-exempt 8 & 80 employee who is shift eligible. I have worked one 16-hour shift one day and eight 8-hour shifts and one day of Personal Leave, totaling 88 hours of work in the pay period, using the COVID-19 time entry code for the actual hours worked. How will I be compensated?**

In this scenario, the employee would be paid for a total of 168 hours. The employee would be paid 80 regular hours (72 hours that were worked and 8 hours for the PL), and 98 hours of OT. Shift is only paid for the actual hours worked, and not for the COVID-19 premium pay or for the paid leave.