

Here's what Adams County CO is doing:

Good afternoon Adams County Team,

Thank you for all the hard work you've been doing during this difficult and uncertain time. More than ever, your expertise and customer service skills are vital to providing essential functions to our residents who need our services. The Leadership Team appreciates your dedication, and we have been working with People & Culture to create a pay structure for March and April that includes COVID-19 pay when applicable. The following outlines the structure we will be using while our buildings through April.

Employees working from home beginning March 23, 2020

- **Exempt** – Exempt employees working from home will receive their full regular pay. Exempt employees must be available during their regular schedule, or an alternative schedule approved by their supervisor, and have at least one official communication with their supervisors per week. Please log all COVID-response-related hours on your calendar or on a spreadsheet.
- **Non-exempt** – Non-exempt employees working from home will receive their full pay, whether they work the full 40 hours or not. We will discontinue building closure pay (overtime for all hours worked), given during the initial building closure. Non-exempt employees must be available during their regular schedule, or an alternative schedule approved by their supervisor, and must have communication with their supervisors at least one time per week. They will receive overtime pay for any hours worked over 40 in a work week as usual.

Employees working on-site and/or directly with the public beginning March 23, 2020

In addition to the pay plan outlined above, *employees required to work on-site and/or personally interact with the public or outside agencies for a significant portion of their work week will receive a stipend in their paycheck.*

Any March stipends earned will be provided on the April paycheck because of the current timing of payroll. Directors will provide the information to payroll. Directors will work with supervisors and managers to determine the positions that fit the stipend criteria. Directors are encouraged to rotate employee schedules when possible to minimize the number of weeks any one employee is working in an exposed environment.

Employees who are not working from home or on-site beginning March 23, 2020

- Employees who are not working from home or on-site because the nature of their job does not allow them to or there is no work to do, will be paid their full base salary as long as they are available during their regular schedule and have communication with their supervisors at least one time per week.

Please note, at some point in the future we may identify this group as a pool of employees who are available to be reassigned to another department to work that is needed and not staffed adequately.

- Employees who are not working due to COVID-related challenges including dependent care, quarantine requirements, or due to COVID-like symptoms must contact Rosetta Gallardo (rgallardo@adcogov.org) to discuss leave options including FMLA and Emergency Paid Sick Leave.

Employees with scheduled time off during building closure

- Employees who will be taking time off during the building closure must use their applicable paid leave accruals (vacation or sick).
- Accruals can be entered into their JDE timecard as usual.

Employees on FMLA or a leave of absence during building closure

Employees on FMLA/leave of absence during the building closure will have their accruals used in accordance with Adams County policy and the provisions of the New Federal Emergency Paid FMLA and Sick Leave mandates. Please contact Rosetta Gallardo (rgallardo@adco.gov) with questions