

## Payroll Guidance for COVID-19

### **ABSENCES FROM THE WORKPLACE:**

Due to the recent COVID-19 pandemic, the City of Plano has relaxed our normal policies regarding leave usage. Employees may use any type of accrued leave in any order (i.e., sick, vacation, compensatory time, etc.) for any COVID-19 related absence. For purposes of this provision, any absence from the workplace necessitated by COVID-19 should be coded using any of the following COVID codes:

- **COS** – COVID-19 Sick Time
- **COV** – COVID-19 Vacation Time
- **COC** – COVID-19 Compensatory Time
- **COH** – COVID-19 Holiday Time (for groups that bank holiday only)

### **EXAMPLES OF COVID-19 RELATED ABSENCES:**

- Employees using leave voluntarily as a result of COVID-19
- Employee's own health condition regarding COVID (employees who are sick due to COVID-19)
- Health condition of a family or household member (employees who take care of sick family members due to COVID-19)
- Employees being placed under quarantine due to travel or exposure due to COVID-19
- School closures required by COVID-19.

### **ADMINISTRATIVE LEAVE WITH PAY:**

The **COA – COVID-19 Admin Leave with Pay Time** code should be used for the following situations:

- When an employee sent home involuntarily for the day due to possible COVID-19 exposure
- When an employee is out of time. This option is **only** allowed with DCM approval.

### **WORK TIME AS A RESULT OF COVID-19 MATTERS:**

The following codes should be used for time worked on matters directly connected to addressing COVID-19 matters:

- **COR – COVID-19 Regular Time** code for any regular hours.
- **COT – COVID-19 Overtime** code for any extra work hours. NOTE: Please keep in mind the 40 regular hour OT threshold must be met before using any overtime code. In addition, the following language in policy 206 is in effect and exempt employees can earn overtime if they fit the criteria below:

#### ***D. Exempt Employee Overtime Rate***

*The employee's straight-time base rate that is paid to the employee for all hours worked in excess of 40 hours of which 21 or more hours were dedicated to the emergency situation.*

(COR + COT must add up to at least 21 hours in a week)

### **EXAMPLES OF COVID-19 WORK RELATED MATTERS:**

- Working at the City's Emergency Operations Center (EOC) addressing COVID-19.
- Working on the City's call center answering COVID-19 related questions.

### **WORKERS COMPENSATION:**

The **COW – COVID 19 Worker's Compensation** code should be used for any **approved** Worker's Compensation claim.