Pay During COVID-19 Health Crisis
Revised as of 9/20/20

Employee/Circumstances	Pay	Required Steps
Non-Exempt employee working from home	Regular Pay (Overtime and double time pay rules apply)	• Actual work hours are recorded on employee's timecard. • If the employee works a partial day, the remaining regularly scheduled hours are totaled and coded to OHP.
Non-Exempt employee required to work on-site	Regular Pay (Overtime and double time pay rules apply)	• Work hours are recorded on employee's timecard. If the employee works a partial day, the remaining regularly scheduled hours are totaled and coded to OHP. • Employees who "swipe" a time clock should follow current department guidelines regarding clocking in and out during their shift. • Supervisors of employees who work a partial day and "swipe" a time clock should total and code the remaining regularly scheduled hours to OHP.
Non-Exempt employee not working from home or on-site	Regular Pay	• Regularly scheduled hours are coded to OHP on employee's timecard. • Supervisors of employees who "swipe" a time clock should total and code regularly scheduled hours to OHP.
Exempt employee	Regular Pay	• No entry is required on the timecard to reflect hours worked. • Full day absences are entered on the timecard using the appropriate pay code (Vacation, sick, personal).
Sick/Sick Dependent/SCP Pay		
Non-exempt employee is out a full or partial day due to their own illness **(Not COVID-19 Related)**	Sick Pay	1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick time. 2. Supervisors of employees who "swipe" a timeclock should total and code the remaining regularly scheduled hours to sick time.
Non-exempt employee is out a full or partial day due to their own illness **(COVID-19 Related)**	**SCP**	1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to SCP. 2. Full day absences due to COVID-19 should be recorded on the timecard using SCP.

		3. Supervisors of employees who "swipe" a timeclock should total and code the remaining regularly scheduled hours to SCP. 4. If the employee has exhausted SCP, the absence should be coded to sick time.
Non-Exempt employee is out a full or partial day due to the illness of a family member **(Not COVID-19 Related)**	Sick Dependent Pay	1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick dependent time. 2. Supervisors of employees who "swipe" a timeclock should total and code the remaining regularly scheduled hours to sick dependent time.
Non-Exempt employee is out a full or partial day due to the illness of a family member **(COVID-19 Related)**	**SCP**	1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to SCP. 2. Full day absences to care for a family member due to COVID-19 should be recorded on the timecard using SCP. 3. Supervisors of employees who "swipe" a timeclock should total and code the remaining regularly scheduled hours to SCP. 4. If the employee has exhausted SCP, the absence should be coded to sick dependent time if available.
Exempt employee is out due to their own illness **(Not COVID-19 Related)**	Sick Pay	1. Full day absences should be coded to sick time on the timecard.
Exempt employee is out due to their own illness **(COVID-19 Related)**	**SCP**	1. Full day absences are entered on the timecard using the SCP pay code. 2. If the employee has exhausted SCP, the absence should be coded to sick time.
Exempt employee is out due to the illness of a family member **(Not COVID-19 Related)**	Sick Dependent Pay	1. Full day absences should be coded to sick dependent time on the timecard.
Exempt employee is out due to the illness of a family member **(COVID-19 Related)**	**SCP**	1. Full day absences to care for a family member due to COVID-19 should be recorded on the timecards using SCP. 2. If the employee has exhausted SCP, the absence should be coded to sick dependent time if available.

Notes:

In accordance with Getty policy, if an employee exhausts their accrued sick/sick-dependent time, their remaining vacation and personal time will be charged.

Effective 9/20/20, SCP can only be used for COVID-19 related absences. If an employee exhausts SCP, their sick/sick-dependent time will be charged.

OHP should be used when an employee is short regularly scheduled hours. Non-exempt employees, with their supervisor's approval, may use up to 2 hours of OHP per day for childcare needs or school oversight activities. OHP cannot be used for full days of school/child/family care for exempt or non-exempt employees.