

**Pay Guidelines During COVID-19 Health Crisis**  
Revised 9/20/20

Employee/Circumstances	Pay	Required Steps
Non-Exempt employee working from home	Regular Pay (Overtime and double time pay rules apply)	<ul style="list-style-type: none"> <li>• Actual work hours are recorded on employee’s timecard.</li> <li>• If the employee works a partial day, the remaining regularly scheduled hours are totaled and coded to OHP.</li> </ul>
Non-Exempt employee required to work on-site	Regular Pay (Overtime and double time pay rules apply)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Employees who “swipe” a time clock should follow current department guidelines regarding clocking in and out during their shift.</li> <li>• Supervisors of employees who work a partial day and “swipe” a time clock should total and code the remaining regularly scheduled hours to OHP.</li> </ul>
Non-Exempt employee not working from home or on-site	Regular Pay	<ul style="list-style-type: none"> <li>• Regularly scheduled hours are coded to OHP on employee’s timecard.</li> <li>• Supervisors of employees who “swipe” a time clock should total and code regularly scheduled hours to OHP.</li> </ul>
Exempt employee	Regular Pay	<ul style="list-style-type: none"> <li>• No entry is required on the timecard to reflect hours worked.</li> <li>• Full day absences are entered on the timecard using the appropriate pay code (Vacation, sick, personal).</li> </ul>
<b>Sick/Sick Dependent/SCP Pay</b>		
Non-exempt employee is out a full or partial day due to their own illness <b>(Not COVID-19 Related)</b>	Sick Pay	<ol style="list-style-type: none"> <li>1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick time.</li> <li>2. Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to sick time.</li> </ol>
Non-exempt employee is out a full or partial day due to their own illness <b>(COVID-19 Related)</b>	<b>SCP</b>	<ol style="list-style-type: none"> <li>1. Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to SCP.</li> <li>2. Full day absences due to COVID-19 should be recorded on the timecard using SCP.</li> </ol>

		<ol style="list-style-type: none"> <li>Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to SCP.</li> <li>If the employee has exhausted SCP, the absence should be coded to sick time.</li> </ol>
<p>Non-Exempt employee is out a full or partial day due to the illness of a family member <b>(Not COVID-19 Related)</b></p>	Sick Dependent Pay	<ol style="list-style-type: none"> <li>Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick dependent time.</li> <li>Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to sick dependent time.</li> </ol>
<p>Non-Exempt employee is out a full or partial day due to the illness of a family member <b>(COVID-19 Related)</b></p>	<b>SCP</b>	<ol style="list-style-type: none"> <li>Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to SCP.</li> <li>Full day absences to care for a family member due to COVID-19 should be recorded on the timecard using SCP.</li> <li>Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to SCP.</li> <li>If the employee has exhausted SCP, the absence should be coded to sick dependent time if available.</li> </ol>
<p>Exempt employee is out due to their own illness <b>(Not COVID-19 Related)</b></p>	Sick Pay	<ol style="list-style-type: none"> <li>Full day absences should be coded to sick time on the timecard.</li> </ol>
<p>Exempt employee is out due to their own illness <b>(COVID-19 Related)</b></p>	<b>SCP</b>	<ol style="list-style-type: none"> <li>Full day absences are entered on the timecard using the SCP pay code.</li> <li>If the employee has exhausted SCP, the absence should be coded to sick time.</li> </ol>
<p>Exempt employee is out due to the illness of a family member <b>(Not COVID-19 Related)</b></p>	Sick Dependent Pay	<ol style="list-style-type: none"> <li>Full day absences should be coded to sick dependent time on the timecard.</li> </ol>
<p>Exempt employee is out due to the illness of a family member <b>(COVID-19 Related)</b></p>	<b>SCP</b>	<ol style="list-style-type: none"> <li>Full day absences to care for a family member due to COVID-19 should be recorded on the timecards using SCP.</li> <li>If the employee has exhausted SCP, the absence should be coded to sick dependent time if available.</li> </ol>

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.**