

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"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.

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