

DEBORAH HEART AND LUNG CENTER

EMERGENCY COVID-19 EMPLOYEE COMPENSATION POLICY

Effective Immediately

Purpose:

In order to support critical business continuity needs while safeguarding the health and safety of our employees, patients and families throughout this crisis, **effective immediately, the following policies and procedures supersede current HR policy and procedure.**

Policy:

1. To prevent disruption to critical operations, some employees may be relocated to work from home, or to “telework.” Employees who telework will work with their manager and Human Resources to review the Temporary Telework Policy and complete the Telework Agreement.
2. **Employee Requests to Telework** beyond those employees designated to telework for business continuity purposes are to be submitted by the department head to the Executive HR Committee for approval. Requests should include a description of the work to be performed, needed technology and equipment including collaboration with peers, e.g., Go to Meeting, Adobe Connect, Skype, the plan for management oversight and supervision, scheduled hours, and the expected duration of the telework accommodation. Decisions to initiate, duration, and assignments will be made on a day-to-day basis.
3. **Employee Requests for Time Off** should be submitted and considered following established departmental procedure. For non-Leave of Absence qualifying events, employees may use Paid Personal Time (PPT) and/ or NJ Earned Sick Leave (as appropriate) to be compensated. Please be reminded, employees can use NJ Earned Sick Hours if they are sick, to care for family members who are sick, or to care for a child whose school or child care provider is closed due to a public health emergency. Notwithstanding regulatory requirements to the contrary, any employee who refuses to work a scheduled shift may be considered to have voluntarily resigned.
4. **Employees who are not permitted by the Center to work on-site** due to concerns about potential exposure (whether the exposure was at Deborah or not) will have the option to use accrued PPT to be paid. If the employee’s PPT bank is exhausted, the employee will have the option to use accrued EST to be paid. If the employee exhausts all PPT and EST, Quarantine Pay will be provided, as outlined in HR-E-10.
5. Amendments may be made to this policy in response to rapidly changing conditions. All questions related to employee compensation should be directed to Human Resources.