

COVID-19 Premium Pay Policy



Franklin
COUNTY KANSAS
] EST. 1855 [

I. Policy Statement

Franklin County recognizes that employees are its most valuable resource. COVID-19 has brought about tremendous challenges and strain upon the County workforce. These challenges continue to be felt as the employment market has posed difficulties in the recruitment and retention of staff. Under the **Kansas Essential Functions Framework (KEFF) Guidance 20-16-1, Section 5.A 300.9.C**, the State of Kansas states, “Local governments may decide which of their functions are essential; no State approval or guidance is needed.” Throughout the COVID-19 public health emergency, all Franklin County employees continued to perform work deemed essential to operations. Efforts by employees ensured continued service delivery to citizens and maintained a continuity of operations.

Under the American Rescue Plan Act (ARPA), fiscal recovery funds are available to be utilized as Premium Pay by providing compensation to essential workers for the health risks and abnormal working conditions they have faced, and continue to face, during the public health emergency. The intent of this policy is to set forth the requirements and outline the process for distributing Premium Pay to essential workers.

II. Scope

This policy applies to all Franklin County employees hired before March 1, 2022.

III. Policy Statement

Franklin County is committed to distributing allocated funds for Premium Pay in a manner that is fair and equitable and follows the American Rescue Plan Act (ARPA) guidelines as designated from the Coronavirus State and Local Fiscal Recovery Funds. The policy does not in any way constitute an employment contract. Franklin County reserves the right to amend this policy at any time subject only to the approval given by the Franklin County Board of County Commissioners.

IV. Definitions

Premium Pay – a form of incentive payment for individuals completing eligible, essential services in a defined period during the Coronavirus pandemic.

Eligible Worker – Those workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as each Governor of a State or Territory, or each Tribal government may designate as critical to protect the health and well-being of the residents of their State, Territory, or Tribal government (U.S. Treasury Interim Final Rule, page 48).

Continuous Employment – To receive full Premium Pay, employees must have maintained employment with Franklin County without a voluntary or involuntary break or separation

between March 1, 2020, and February 28, 2022. Employees having left but returned during this period will receive Premium Pay based upon their most recent hire date. A break in employment does not include employees transferring between positions, absence due to family medical leave, military leave, or employees out on County-approved leave.

Retroactive Period – March 1, 2020 – February 28, 2022

Applicable Pay Period(s) – ARPA Premium Pay will be issued in a single pay period via a special payroll. Individuals must be active employees of Franklin County at the time of the special payroll in order to receive the Premium Pay.

V. Procedures

Premium Payments will be based on position, specifically each individual position's involvement with the COVID-19 pandemic response or how the position was at risk during the COVID-19 pandemic. The Employee Retention Committee, comprised of a cross-section of Franklin County employees, will analyze and review positions for tier placement prior to awarding Premium Pay. The tiers are as follows:

Tier 1 (5%): County positions that required an on-site presence with daily public exposure to high-risk citizens and/or were part of the COVID-19 Response Team;

Tier 2 (3.5%): County positions that required an on-site presence with daily or frequent public exposure to citizens;

Tier 3 (2%): County positions that required on-site presence with limited public exposure to citizens or other department personnel.

Total Premium Pay for full-time employees will be calculated as follows:

1. The employee's total annual budgeted salary will be multiplied by their tier percentage;
2. The number arrived at (step 1) will then be divided by 24 (the duration of the Retroactive Period) to arrive at a total monthly premium;
3. The total monthly premium (step 2) will then be multiplied by the total number of months that the employee worked during the Retroactive Period to arrive at the full amount of premium pay.

Example: Employee Annual Budget Salary \$40,000, tier 2 bonus, and started in June 2020.

Step 1: $\$40,000 \times 3.5\% = \$1,400$

Step 2: $\$1,400 / 24 = \58.33 – Monthly Premium Pay amount

Step 3: $\$58.33 \times 21 = \$1,224.93$ – Total Premium Pay amount

Total Premium Pay for part-time employees will be calculated similarly to that of full-time employees with one exception. Instead of using a percentage of their total annual budgeted salary, Premium Pay for part-time employees will be based on the following flat amounts:

Tier 1: \$750

Tier 2: \$500

Tier 3: \$250

Example: Employee Annual Budget Salary \$20,000, tier 1 bonus, and started in March 2021.

Step 1: \$750 – Flat-rate amount

Step 2: $\$750 / 24 = \31.25 – Monthly Premium Pay amount

Step 3: $\$31.25 \times 12 = \375 – Total Premium Pay amount

Eligible employees may elect to opt-out of the COVID-19 Premium Pay. Employees must complete the ARPA: COVID-19 Premium Pay Opt-Out Form no later than April 1, 2022. The signed form should be sent to ahodo@franklincoks.org.

This policy is based on Premium Pay as defined in the Department of Treasury's Interim Final Rule (Federal Register / Vol. 86, No. 93 / Rules and Regulations / Department of the Treasury / 31 CFD Part 35 / RIN 1505-AC77 / Coronavirus State and Local Recovery Funds) and is subject to change based on updated guidance that may be provided by the Department of Treasury.

Supporting Documentation and References:

Kansas Essential Functions Framework (KEFF) Guidance 20-16-1, Section 5.A 300.9.C

<https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>