

## COVID-19 Pay

### Effective Dates

This policy began in March 2020 and will be effective through December 31, 2020.

### Eligibility

COVID-19 pay can be utilized when an employee is unable to work due to the pandemic. All full-time and part-time regular status employees are eligible for the pay regardless of hire date. The pay is meant to be primarily used by both field and office personnel who are sick themselves as well as for field employees who cannot work from home due to the nature of their work.

### Pay

The total amount of COVID-19 pay that an individual employee can receive, regardless of reason or combination of reasons, is 80 hours at the regular rate of pay. The number of hours available should be based on the employee's regular work schedule. For instance, if an employee is part-time and typically works 25 hours per week, then they would have up to 50 hours for COVID-19 pay. A full-time employee would receive up to 80 hours of COVID-19 pay.

### Examples

1. **An employee is diagnosed with COVID-19**, they will be eligible to use up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted and if they are unable to return to work, employees may use their PTO/sick/vacation time and/or short-term disability.
2. **An employee is taking care of a family member who has been diagnosed with COVID-19**, they will be eligible to use up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted and if they are unable to return to work, employees may use their PTO/sick/vacation time.
3. **An employee cannot work due to their child's school closure or their child's school's learning instruction type and the employee's schedule cannot be adjusted**, they will be eligible for up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted, and if they are unable to return to work, employees may use their PTO/sick/vacation time.
4. **If an employee cannot work due to self-quarantine**, they may be eligible for up to 10 days (up to 80 hours) of COVID-19 pay. Once this pay is exhausted, and if they are unable to return to work, employees may use their PTO/sick/vacation time.

COVID-19 pay may be requested by an employee or the company as a result of a doctor's advisement (note) for the employee to self-quarantine or as a result of a Federal, state or local mandate.

### Verification and Approval

As part of the daily COVID-19 safety procedures, managers will have a wellness check-in with each employee and will report back to a central point on the status of each employee. The need for COVID-19 pay should be requested by the employee verbally or in writing to their manager and the COVID-19 pay must be approved by the manager and HR. Additional supporting documentation may be requested. If the request for COVID-19 pay is due to an employee's child's school related issue, the school accommodation form must also be completed.

## **Payroll Procedures**

For MER, MER Diving, Drummac, and WRI, employees that are approved for COVID-19 pay can record their time as “Sick” in the MER Employee Portal. These hours will be paid at the employee’s regular rate and will not count against their PTO bank.

For Global, employees that are approved for COVID-19 pay can use the code CL0007-001 on their timecard. These hours will be paid at the employee’s regular rate and will not count against their sick bank.

## **Unemployment Insurance**

Each state has different eligibility requirements for unemployment, and many states put emergency procedures in place to handle COVID-19. If an employee has exhausted their COVID-19 pay and their PTO/sick/vacation time, they can work with Human Resources to determine if unemployment benefits apply to their particular situation.

## **Benefits**

The MER Companies will continue to follow the requirements of FMLA (Federal Medical Leave Act) for eligible employees and will continue their benefits for up to 12 weeks. For those employees and for situations not covered by the FMLA, benefits may be extended for up to 8 weeks. During a leave, employees will be required to pay the employee portion of the monthly premium. A leave request form should be obtained from HR and completed by the employee.

