

HAZARD DUTY PAY POLICY FOR GENERAL CITY EMPLOYEES

Effective July 1, 2020 at 5:00pm
Department Of Employee Relations

Purpose

The hazard duty pay policy is designed to recognize that certain essential infrastructure support personnel and some positions directly involved in the City's response to COVID-19 face a higher risk of exposure when performing their responsibilities. Funding for this pay provision will come from the CARES grant received by the City of Milwaukee. In order for that reimbursement to meet the conditions established by the grant, it is imperative for the City to use the hazard pay provision for the sole purpose of assisting departments to maintain minimum staffing levels in positions that inherently carry a higher risk of exposure as described below.

Scope

This policy applies to general city employees including civilian members of the Fire and Police departments who meet the eligibility criteria identified below.

Eligibility Criteria

The eligible employee's primary job function must meet one or more of the criteria listed below:

- Employees are performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19, and
- Employees whose duties are substantially dedicated mitigating or responding to the COVID-19 public health emergency, as defined in "Coronavirus Relief Fund Frequently Asked Questions" updated May 28, 2020

Administration

The Department of Employee Relations is authorized to make final determinations regarding eligibility for hazard pay using the criteria established above. Please note:

- Hazard pay codes can only be used by employees in classifications that have been pre-approved by DER.
- Employees who as a result of redeployment efforts are placed in roles that include increased risk of exposure will be eligible for the hazard pay as determined by DER.
- Managers and supervisors who oversee employees who qualify for hazard pay will not be eligible unless their work as supervisors or managers directly fits the eligibility criteria established above as determined by DER.
- Employees who are not regularly assigned to the performance of duties that entail a higher risk of exposure will not be eligible. Exceptions to this provision can only be approved by DER.

Once the original list of eligible classifications is finalized, departments may submit requests for positions that may have been missed to the DER for consideration. Employees who have questions about eligibility considerations are encouraged to contact their departmental payroll/personnel representatives or email Nicole Fleck at nfleck@milwaukee.gov or Maria Monteagudo at mmonte@milwaukee.gov.

Amount

\$3.13 per each hour actually worked, whether it is a regular standard working hour or overtime hour. Hazard pay is not pensionable and will not be paid for hours not actually worked, including hours charged to vacation, holiday, sick leave, jury duty, FMLA, and military leave.

Time Frame

Effective Wednesday July 1, 2020, at 5:00pm employees who meet the eligibility requirements shall continue to receive hazard pay. Hazard Pay shall cease if funds from the CARES Act are no longer available or the Health Commissioner declares an end to the Public Health Emergency.

Payroll Considerations

Earn code HAZ may be used with any direct program/grant code. For example, if an employee worked 8 hours on Coronavirus duties, they may use earn code 077, program 7253, for eight (8) hours and on a separate line on the Citytime timecard use earn code HAZ, program 7253, for an additional eight (8) hours.