

Emergency Weather Declaration FAQ's

- 1.) Should employees who did not report to work due to the weather emergencies have their PTO coded as PTS (scheduled) or PTU (unscheduled)?
 - *Employees should have their PTO coded as PTU unless they had PTO scheduled prior to the event. A "problem" employee, one with multiple occurrences, should not have this absence included with any other occurrences.*
- 2.) Some employees were required to be on site overnight but chose to stay at a nearby hotel instead of the hospital. Do these employees still get paid for being required to be on site?
 - *Yes; they will still be paid for the hours required to be on site, provided that they did return to work. Staying at a hotel or other accommodations nearby are considered as time on site for the weather emergency.*
- 3.) I have an employee that remained on campus and worked from Friday to the following Friday (one full week). Is the weather emergency continuous for the whole period the employee remained on site?
 - *During the past week, there were considered to be two separate weather emergency events. The first declared event was from Friday, Feb. 5, 2010 at 7 p.m. through Monday, Feb. 8, 2010 at 4 p.m. The second declared event began at 7 p.m. on Tuesday, Feb. 10, 2010 and ended on Friday, Feb. 12, 2010 at 7 p.m. The 24-hour period restarted after the second event was declared.*
- 4.) How will drivers be compensated for their time providing transportation?
 - *PACE Nurses and other exempt employees (including supervisors and managers): Additional Straight Time in the timekeeping system; or via pay submission worksheet to PayProblems for employees who are not eligible to receive AST through the timekeeping system.*
 - *Non exempt Nightingale employees: NPP (Non Productive Pay)*
 - *Non exempt Kronos employees: REG (Regular Pay)*
- 5.) Our clinic was closed or closed early. Do our employees use PTO for the hours they did not work?
 - *Yes; they must use PTO for the hours they did not work. You must code the hours not worked as PTU. This is true for both exempt and non exempt employees. If they do not have PTO in their bank, then PTO must be advanced by filling out the PTO Advance Form on the HR Web site (<http://www.hopkinsmedicine.org/jhhr/PoliciesProcedures/weatherpay.html>). The PTO advance is coded as NPP until the PTO advance can be completed.*
 - *Bargaining Unit employees may use a vacation day or a free day. Sick time is not to be used. If the employee is out of vacation time or free days, a request using the PTO Advance Form must be submitted.*
- 6.) Our clinic closed but an employee chose to stay at the hospital and continue working. How are they compensated?
 - *The employee will be paid for the hours worked.*
- 7.) An exempt employee is not eligible for Additional Straight Time (AST) in the timekeeping system. How should this be paid?
 - *The department should submit the hours and amount on the Pay Submission Worksheet AST is calculated as regular hourly rate X hours worked*
- 8.) What is included on the Pay Submission Worksheet that is submitted to PayProblems?
 - *All extra payments can be submitted in one spreadsheet for each department*
 - *Exempt: Additional Straight Time (if not eligible in timekeeping system) + \$50 Bonus or \$6/hr if not coded for On Call Pay (CLL)*
 - *Non Exempt and Bargaining Unit : \$50 bonus*
 - *Multiple bonus awards can be combined*

9.) How should Management be compensated?

- *\$50 bonus*
- *If working in a clinical or technical role (not performing typical management duties), AST will be paid for these hours. This will need to be included on the pay submission worksheet that is submitted to PayProblems.*

10.) An employee was not required to stay on site, but was unable to leave (i.e. Phase II Emergency in Baltimore City). Should this employee be paid?

- *Managers should use discretion.*

11.) How are pay periods structured?

- *The work week begins Sunday at 7 a.m.*
- *There are two work weeks in a pay period*
- *For non exempt and Bargaining Unit employees, time and a half begins when 40 hours are worked in a week.*
- *The payroll system will convert hours to OTP (Overtime Pay)*

12.) A Bargaining Unit employee was not able to report to work. How is this handled?

- *Like non-represented employees, this is not an occurrence.*
- *BU employees may use vacation or free days*
- *Sick days may NOT be used*

13.) Management normally matches staffing with patient volumes. How should PTO be coded?

- *Continue the normal practice of using PTS*

14.) Are absences counted as occurrences during the time in between the two declared weather emergencies?

- *Yes; occurrences can be counted in between the two emergencies*

15.) An employee called out sick on Monday during the declared weather emergency. Is this an occurrence?

- *This is not an occurrence because the declared emergency guidelines were in effect*

16.) How is shift differential calculated during the declared weather emergency?

- *Evening, night, and weekend shift differential are paid for the hours worked*

17.) An employee was allowed to work from home during the declared weather emergency. They worked 3 hours. Is PTO used to for the 5 remaining hours?

- *Yes, the employee receives regular pay for the hours worked and PTU should be used for the remaining hours.*

18.) The department provided transportation to the hospital, but could not provide transportation home. Should the employee to paid for staying overnight?

- *Management should use discretion, but if the employee was "stranded" at the hospital and returned to work the next day, they should be paid for the hours worked and eligible for the bonus payment.*