



**CITY OF SAINT PAUL**  
**POLICIES AND PROCEDURES**

<b>POLICY TITLE:</b>	Hazard Pay
<b>POLICY NUMBER:</b>	03.12
<b>VERSION:</b>	2.0
<b>REVISED DATE:</b>	September 29, 2020
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<b>NUMBER OF PAGES:</b>	2

**A. OVERVIEW**

- 1. Description and Purpose** - The following describes the policy of permitting a hazard pay differential for certain employees the City of Saint Paul (City).
- 2. Applicability** – This policy applies to all employees of the City.
- 3. Failure to Comply** – Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City.

**B. POLICY AND PROCEDURE**

**1. Emergency Pay**

- In light of the increased workload and stress caused by responding to the COVID-19 outbreak, the pay policy authorizes temporary differential compensation for affected employees.
- Affected employees and pay differential will be based on the Occupational Safety and Health Administration (OSHA) exposure risk levels as follows:
  - Very High Exposure Risk**
    - The City does not have employees considered to be in the very high-risk exposure category.
  - High Exposure Risk**
    - Employees performing medical transport and all paid police officers, emergency medical responders, and custodial staff are considered to be in the high-risk exposure category.
  - Medium Exposure Risk**
    - Employees with high-frequency contact with the general population or other coworkers. All other positions within the City are considered to be in the medium-risk exposure category.
  - Lower Exposure Risk**
    - The City does not have employees considered to be in the very lower-risk exposure category.
- The City Manager shall identify and report to payroll all City employees whose work obligations have changed in such a manner that a hazard pay differential is warranted.

- d.** Affected employees shall receive a temporary gross pay differential per pay period in addition to their regular rate of pay based on the following risk level categories:
  - i.** Employees in the High Exposure Risk Category =\$250.00
  - ii.** Employees in the Medium Exposure Risk Category =\$200.00
- e.** The following conditions and stipulations on Hazard Pay apply:
  - i.** The duration of hazard differential pay shall be established by the City Manager, and is not a permanent adjustment to the wage rate.
  - ii.** The differential pay will be pro-rated based on the hours an employee works.
  - iii.** Employees must work at least 20 hours per week to receive the differential.
  - iv.** Overtime hours will not be counted toward the differential pay.
  - v.** Any and all leave hours will not be counted toward the differential pay.

**C. FORM(S)**

- 1.** None.

**D. REFERENCE(S)**

- 1.** None.

**E. DEFINITION(S)**

- 1.** None.

**F. POLICY HISTORY**

- 1.** This policy was revised on October 12, 2020.