



**CITY OF SAINT PAUL
POLICIES AND PROCEDURES**

POLICY TITLE:	Emergency Pay
POLICY NUMBER:	03.12
VERSION:	1.0
REVISED DATE:	April 7, 2020
REVIEWED DATE:	April 13, 2020
APPROVAL DATE:	
EFFECTIVE DATE:	
NUMBER OF PAGES:	2

A. OVERVIEW

- 1. Description and Purpose** - The following describes the policy of permitting an emergency 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

- a.** 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.
- b.** The City Manager shall identify and report to payroll all City employees whose work obligations have changed in such a manner that an emergency pay differential is warranted. Affected employees shall receive a temporary gross pay differential of up to \$250.00 per pay period in addition to their regular rate of pay; with the following conditions and stipulations:
 - i.** The duration of emergency 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. pay
 - 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.
 - vi.** The differential pay may be retroactive beginning March 30, 2020.

C. FORM(S)

- 1.** None.

D. REFERENCE(S)

- 1.** None.

E. DEFINITION(S)

- 1.** None.

F. POLICY HISTORY

1. This is a new policy.