

Pandemic Premium Pay Statement for Staff Considered Mandatory, On-Campus Employees

Dear Staff Colleagues,

Since the College ended on-campus instruction in March, some staff members have been serving in mandatory, on-campus positions necessary to fulfill job responsibilities that cannot be accomplished remotely. The number of employees engaged in these mandatory, on-campus roles will increase as Berea welcomes back over half of our student body for on-campus instruction at the beginning of the Fall 2020 Term. This includes labor supervisors, academic and logistical support services, and other staff necessary to operate a residential campus. In recognition of the work that these staff members must accomplish, while also assuming the risk associated with on-campus work through the duration of this pandemic, the Administrative Committee (AC) has developed the following Pandemic Premium Pay plan. These temporary, one-time benefits are made possible through external funding available for COVID-related expenses.

1. Those staff members identified as mandatory, on-campus employees from March 2020, through July 31, 2020, have been accumulating up to eight additional premium vacation hours per week. Those employees will be offered the option of cashing out the premium vacation hours that they earned from March through July 2020, meaning the equivalent compensation for those premium vacation hours can be included in a paycheck for eligible employees choosing this option. Eligible employees can choose to receive the premium vacation hours cash-out benefit in the form of one or two payments between now and March 31, 2021. Please note that this will be a taxable benefit per IRS rules. A form for requesting this option will be made available to staff in the very near future.
2. Those staff members who will be classified as mandatory, on-campus employees for the Fall 2020 Term will receive a Pandemic Premium Pay increment of \$25.00 per workday for their service on campus from August 1, 2020, through December 31, 2020. Employees who cease on-campus work and are able to resume teleworking after November 24, 2020 (the end of the Fall 2020 Term), will not continue to receive this benefit after the Term's end. Employees eligible for this option will be notified next week by Human Resources.

Please note that Options 1 and 2 above are not available to staff members who have worked on campus by choice, whether intermittently or full-time. As a reminder, any employee able to accomplish one's job responsibilities remotely should continue to do so, with supervisor approval, to limit the number of persons on campus in keeping with the Governor's Healthy at Work guidelines.

The AC is also aware that many staff employees—both on-campus and teleworking staff employees—have not been able to use their regularly accrued vacation hours due to the pandemic. The AC is therefore offering all staff employees the option to cash out up to 40 regular vacation hours between now and March 31, 2021. This temporary, one-time benefit will be funded through the College's institutional vacation budget. A form for requesting this option will be made available to staff in the near future.

On behalf of the entire campus community, the AC wishes to express deep gratitude to our dedicated staff colleagues who have continued to or will soon return to work on campus during these challenging times. We would also like to acknowledge that the pandemic has presented difficulties for nearly all staff, as teleworking employees have had to adjust to working from home and develop new methods for effectively carrying out duties remotely, often with childcare responsibilities and other competing

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needs. The AC is continuing to look at other possible measures to address the challenges that COVID-19 has presented for staff employees as a whole.

With gratitude,
Lyle Roelofs, on behalf of the Administrative Committee