**Pandemic Incentive Pay**

 **Policy:** This Pay will be provided as a financial incentive to staff working during the time of a Pandemic. Consideration of payment will take place, at minimum, on a yearly basis and will be dependent on availability of funding. Staff must be current agency employees when Pandemic Incentive Pay is issued.

**Procedure:** Management/Supervisory staff will assign each eligible staff member a level in the Pandemic Incentive Pay Spreadsheet, based on their activities during the period of the pandemic.

**Pay will be allotted according to a tiered system as follows:**

* Level 1= $750 for staff (all levels), whose job has required regular client contact (over half their time)
* Level 2= $500 for staff whose job has resulted in contact with clients/staff that would meet the close contact definition\*
* Level 3= $250 for staff who continued to work during the pandemic and whose job description may have required close contact with clients/staff or required contact with families/staff, not in line with the close contact definition\*
* Level 4= $750 for each Head Start and Early Head Start Collaborative Center/Child Care Partnership classroom to be distributed among staff

\*Close contact with clients is defined as time spent for a period of 15 minutes longer in a proximity less than 6ft.

Payment levels and amounts are subject to change based on funding availability and in order to maintain comparable compensation amounts provided by similar community employers or state or federal entities.

Upon spreadsheet completion, the final list will be sent to the business office for distribution of pay.

**References:**

**ECKLC Home-About Us-Coronavirus-Funding Administrative Flexibilities**

[**Compensation – personal services, 45 CFR §75.430**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=116c6d3aa43e17bdcea41888e9ade636&mc=true&n=sp45.1.75.e&r=SUBPART&ty=HTML#se45.1.75_1430)**;** [**Compensation – fringe benefits, 45 CFR §75.431**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=116c6d3aa43e17bdcea41888e9ade636&mc=true&n=sp45.1.75.e&r=SUBPART&ty=HTML#se45.1.75_1431)

If a grantee believes that a salary incentive such as hazard pay is warranted, the hazard pay must be supported by the grantee's written policies and procedures and comply with the compensation requirements of the Uniform Guidance within 45 CFR §§75.430 and 431. If the hazard pay is necessary to prepare for, respond to, or recover from the COVID-19 pandemic.

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**Head Start Act - Sections 640 & 653, OMB Circulars A-87 & A-122 Employee Compensation**

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