

Risk Recognition Pay FAQ:

How should I talk to my employees who previously received Premium Pandemic Pay, but will be ineligible for Risk Recognition Pay?

It is understandable that some employees who previously received Premium Pandemic Pay and will not be receiving Risk Recognition Pay will be frustrated. While we wish we could continue providing additional pay at the level of Premium Pandemic Pay, the County needs to spend its CARES money on the highest-need, highest-risk areas for our employees and the community. As we have learned more about the virus over the past several months, we have learned that certain job duties are not as risky for transmission as we thought when the pandemic first started. This is good news for our employees, as we want everyone to be in the least-risky work environment as possible. There are employees who are still working in high-risk settings for the transmission of COVID-19 and we want to use our remaining CARES money to compensate these individuals appropriately for their service.

How will we code RRP for payroll?

As employee's job duties change, or they perform different tasks during the course of their day, they may move from one COVID-19 exposure risk level to another. Therefore, employees may move in and out of Risk Recognition Pay eligibility throughout the day and over time. Specific procedures for coding time, based on FLSA and non-FLSA status, can be found in the order.

What is a leader's responsibility with regard to the administration of the Risk Recognition Pay Administrative Order?

Leaders should review the Risk Recognition Order and understand of definitions of "High Exposure Risk" and "Very High Exposure Risk" and whether they have employees who may be eligible to receive RRP.

They should review their employees' timecards and, if the risk recognition code has been entered, verify the employee is eligible to receive RRP. By approving their employees' timecards, they are verifying that they have validated their employees' eligibility to receive RRP.

Managers are encouraged to attend the Q&A to be scheduled during which the RRP Order will be reviewed and where they can seek clarification and ask questions.

Is Risk Recognition Pay limited to a certain number of hours per week?

Risk Recognition Pay is limited to those hours an employee performs duties that result in a high or very high exposure risk to COVID-19 as defined in the Order. Those hours could be one hour per week or 40 hours per week, depending on how much time an employee works a qualifying duty.

When does Risk Recognition Pay expire?

Risk Recognition Pay for eligible employees is expected to run through the end of CARES funding, December 30, 2020. The County Executive may end the Order earlier at his discretion.

Will employees decide if they are eligible – based on what is outlined in the AO – and then enter on their time card (subject to supervisor approval)?

If an employee believes they may be entitled to Risk Recognition Pay, they should contact their supervisor to discuss their eligibility before they enter this payroll code into their timecard.

Can I request to be assigned to work in specific areas / have specific duties so that I am eligible for RRP?

An employee may discuss this with their supervisor; however, operational needs will determine assignments to duties with high or very high exposure risk. Specific staffing decisions will ultimately be made by department management.

Can I request to *not* be assigned to work in specific areas / have specific duties in exchange for not receiving RRP?

An employee may discuss this with their supervisor; however, operational needs will determine assignments to duties with high or very high exposure risk. Specific staffing decisions will ultimately be made by department management.

Will there be any audit in place to ensure that only eligible employees and job duties are receiving RRP?

Yes, the Comptroller's Office and Human Resources, in collaboration with impacted departments, has prepared a list of eligible high orgs, low orgs and job titles that are likely to perform qualifying job duties. This list will be used to review timecards after manager approval to ensure only eligible time for high and very high exposure risk duties performed are receiving RRP. Coding entered by employees not on this approved list will be removed by Central Payroll. If an employee or manager's time is removed and they believe it should qualify, they should work with Central Payroll and their HR Business Partner to determine eligibility and adjustments to the qualifying list will be made, as needed.