



Milwaukee County COVID-19 Risk Recognition Pay for High and Very High Risk Job Duties
Administrative Order 20-16v1

Version 1 Issued and Effective as of 12:01 a.m. on September 6, 2020

Milwaukee County recognizes that certain employees are likely to perform job duties that involve high or very high occupational exposure risks to COVID-19. Milwaukee County depends on these employees, who are facing high or very high levels of risk in their jobs during the pandemic, to ensure critical operations in essential departments continue uninterrupted. Accordingly, Milwaukee County will provide additional compensation in the form of Risk Recognition Pay (RRP) to employees for time spent performing job duties that fall into the High Exposure Risk or Very High Exposure Risk categories (see Section I for definitions).

RRP for eligible employees will begin at 12:01 a.m. on Sunday, September 6, 2020, and is expected to continue through the end of CARES funding, December 30, 2020. Risk Recognition Pay may be ended earlier at the discretion of the County Executive.

If you have questions about this, or any other Administrative Order or policy, please email: COVID-19@milwaukeecountywi.gov

I. Definitions

- **High Exposure Risk** – Employees who come into close contact with **known COVID-19 positive individuals OR** whose job duties require time spent in enclosed areas with known COVID-19 positive individuals, regardless of whether there has been close contact within that period of time.
- **Very High Exposure Risk** – Employees’ duties require a high potential for exposure to **known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.**
- **Close Contact:**
 - i. You were within 6 feet of someone who has COVID-19 for 15 minutes or more **regardless of whether you or the individual were wearing face masks or other personal protective equipment (PPE);** and/or
 - ii. You provided care at home to someone who is sick with COVID-19; and/or
 - iii. You had direct physical contact with a person with COVID-19 (touched, hugged, or kissed them); and/or
 - iv. You shared eating or drinking utensils with an individual with COVID-19; and/or
 - v. An individual with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.
- **Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19 or, in the absence of testing, has been confirmed by a medical professional as being a suspected case of COVID-19.

I. Eligibility to Receive COVID-19 Risk Recognition Pay

The eligibility of an employee to receive RRP will be much narrower in scope than that of the previous Premium Pandemic Pay Administrative Order (20-12v3). Eligibility for RRP will be

determined by the level of exposure risk to COVID-19 associated with specific job duties, rather than by an employee's job title. As employees' job duties change or they perform different tasks during the course of their day, they may move from one exposure risk level to another and, therefore, may move in and out of eligibility to receive RRP. Leaders are expected to evaluate the risk of exposure of their employees' duties and approve RRP for employee time spent performing duties with a **high or very high exposure risk** to the COVID-19 virus as defined by Occupational Safety and Health Association (OSHA) guidelines set forth below¹:

1. **High Exposure Risk** – Employees who come into close contact with **known COVID-19 positive individuals OR** whose job duties require time spent in enclosed areas with known COVID-19 positive individuals, regardless of whether there has been close contact within that period of time.

Examples of high exposure risk jobs duties at Milwaukee County include:

- Correctional Officers working in an enclosed area that houses **known** COVID-19 positive individuals.
- Healthcare professionals who must enter the rooms of and provide care to known COVID-19 positive patients.

OR

2. **Very High Exposure Risk** – Employees' job duties require a high potential for exposure to **known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.**

Examples of very high exposure risk job duties at Milwaukee County include:

- Employees at BHD and OEM who are administering COVID-19 testing.
- Autopsy procedures at the Medical Examiner's Office.

II. Ineligibility to Receive COVID-19 Risk Recognition Pay

Risk Recognition Pay should **not** be awarded to employees who have Medium (or lower) Exposure Risk, as defined in OSHA Guidelines:

1. **Medium Exposure Risk** - Employees whose job duties require close contact with people who may be infected, but who are **not known** to have or are **not suspected** of having COVID-19.

Examples of medium or lower exposure risk job duties at Milwaukee County include:

¹ Eligible roles are based on criteria from the Occupational Safety and Health Administration (OSHA) which identify high risk and very high risk exposure levels. <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>

- Zoo or Parks staff interacting with high volumes of people from the general public.
- Employees interacting with members of the public at a service window.
- Airport employees who interact with travelers coming from locations that may have high COVID-19 transmission rates.

Employees who learn they have had close contact with an individual in the workplace who later tests positive for COVID-19, such as a co-worker, would not qualify for RRP. Time spent performing qualifying job duties before the active date of this Order will not be back paid. RRP will start from this Order’s effective date, September 6, 2020.

III. COVID-19 Risk Recognition Pay Structure Levels

This section identifies the two levels of COVID-19 RRP based on the level of risk exposure. Pay structures are separated by FLSA and Non-FLSA positions.

COVID-19 RRP Structure (FLSA Eligible Positions)

Risk Level	RRP Amount	Risk Level Definition
High Exposure Risk	\$2.00 per hour – for any hour spent performing high exposure risk duties	Duties require close contact known COVID-19 positive individuals OR whose job duties require time spent in enclosed areas with known COVID-19 positive individuals.
Very High Exposure Risk	\$3.00 per hour – for any hour spent performing very high exposure risk duties	Duties require exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

COVID-19 RRP Structure (Non-FLSA Positions)

Risk Level	RRP Amount	Risk Level Definition
High Exposure Risk	\$80.00 per week – Prorated based on percentage of weekly work time spent performing high exposure risk duties: <ul style="list-style-type: none"> • 25% of week = \$20 • 50% of week = \$40 • 75% of week = \$60 • 100% of week = \$80 	Duties require close contact known COVID-19 positive individuals OR whose job duties require time spent in enclosed areas with known COVID-19 positive individuals.
Very High Exposure Risk	\$100.00 per week – Prorated based on percentage of weekly work time spent performing very high exposure risk duties: <ul style="list-style-type: none"> • 25% of week = \$25 • 50% of week = \$50 • 75% of week = \$75 • 100% of week = \$100 	Duties require exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

IV. COVID-19 Risk Recognition Pay Processing

RRP is an unplanned and unbudgeted cost related to COVID-19. The costs will be charged to the department where the employee is assigned in the payroll system. Such charges will be monitored for reimbursement under Federal grants provided for COVID-19 expenses.

Eligible employees will apply the RRP to the portion of their bi-weekly time reporting via the Dayforce reporting process for the specific hours spent performing high or very high exposure risk duties. **Managers should only approve RRP for qualifying job duties.**

Employees may enter their time for RRP per the following:

- FLSA Non-Exempt (Hourly) Employees should report the amount of qualifying hours worked **per day** using the following:
 - High Exposure Risk Payroll Code: **High Risk Recognition Pay**
 - Very High Exposure Risk Payroll Code: **Very High Risk Recognition Pay**
- For FLSA Exempt (Salary) Employees:
 - High Exposure Risk Payroll Code: **High Risk Recognition Pay**

Qualifying employees should enter the percentage of qualifying time spent per hours in the employee's normal work week (this will typically be 40 hours):

- 25% of week = 0.25
- 50% of week = 0.50
- 75% of week = 0.75
- 100% of week = 1.00

- Very High Exposure Risk Payroll Code: **Very High Risk Recognition Pay**

Qualifying employees should enter the percentage of qualifying time spent per hours in the employee's normal work week (this will typically be 40 hours):

- 25% of week = 0.25
- 50% of week = 0.50
- 75% of week = 0.75
- 100% of week = 1.00