

## Designated Essential Employee Compensation and Benefits

### I. Purpose

The purpose of this policy is twofold: to address compensation for designated essential non-exempt and exempt employees working on campus full-time during the university's COVID-19-related reduced operations and whose annual salary is under \$50,000; and also to address credits for health insurance premiums for all designated non-exempt employees and for designated exempt employees with annual salaries under \$50,000 working on campus full-time during COVID-19-related reduced operations.

### II. Definitions

For purposes of *only* this temporary policy, the term "designated essential" references all employees, exempt or non-exempt, whose supervisors identified as having duties that (a) required their presence on campus full-time and (b) were critical to the university's continued reduced operations.

In this circumstance, designated essential employees include those with such positions as housing custodial workers, custodial service workers, facilities staff, grounds staff, police and security, Animal Resource Center staff, and others responsible for functions essential to continuing reduced university operations during this time.

### III. Policy Statement

#### A. Supplemental Compensation

Effective April 1, 2020, all full-time designated essential non-exempt employees whose regular rate of pay is less than \$50,000 per year will receive an additional \$100 per pay period (2x/month) through May 31, 2020.

Also effective April 1, 2020, all full-time designated essential exempt employees whose regular rate of pay is less than \$50,000 per year will receive \$200 per pay period (1x/month) through May 31, 2020.

This temporary financial supplement will be included in the paycheck covering the preceding work period. The award of this supplement is *in addition to* the university's [earlier guidance](#) during this period of COVID-19-related reduced operations.

## **B. Health Insurance Premium Credit**

In addition, all designated essential non-exempt employees working on campus full-time, and designated essential exempt employees working on campus full-time and earning under 50,000 annually, will receive a financial credit equal to the amount of their regular health insurance premium in each paycheck for the period from April 1, 2020 through May 30, 2020. These credits from the university mean that these employees will not have to pay their health premiums for two months.

Finally, all designated essential employees will continue to receive free boxed lunches Monday through Friday as detailed in this [March 17 communication](#).

To receive this additional financial support from the university designated essential non-exempt employees should use the code EMGWK when entering time in the online timesheet in HCM. Supervisors are responsible for ensuring employees have made the [correct entries](#) when they approve their staff's timesheets each week.

Supervisors with questions or concerns should contact the HR Call Center at [AskHR@case.edu](mailto:AskHR@case.edu).