



## **COVID19 Hazard Pay Policy**

Connections for Independent Living (“Connections”) is committed to applying best practices commonly deployed by 501(c)(3) public charities. As such, the Connections Board of Directors supports an organizational culture that acknowledges and embraces the benefits – both tangible and intangible – that hazard pay may provide to individuals, teams, and the organization as a whole during the COVID 19 pandemic in order to continue fulfilling the mission of Connections as an organization. Connections recognizes the following guidelines when purchasing for consumers, clients, staff and volunteers during the COVID-19 pandemic:

Hazard pay shall be pre-determined and approved by the Executive Director. Hazard pay will only be offered to a Connections staff member when all other precautions for avoiding putting a staff member in a hazardous situation has been exhausted. Situations that call for a staff member to be placed in hazardous conditions are rare and will be avoided to the best of our ability. On the rare occasion that a staff member must perform duties in hazardous conditions, the hourly pay shall increase by \$50 per hour in addition to the staff’s base wages. In the case of salaried staff, adjustments will be made based on their base salary and an overage amount of compensation will be provided. All time spent in a hazardous condition situation must be recorded hourly. The billable time will be pre-approved and estimated and shall not exceed this estimated amount. Documentation of the type of hazard and precautions taken shall accompany payroll records.