

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: September 22, 2020

Title: New Business – Proposed COVID-19 Hazard Duty Pay

(Check Mark)

<input type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

Background: Based on guidance received from the U.S. Department of the Treasury, hazard pay is an allowable expenditure under the CARES (*Coronavirus Aid, Relief and Economic Security*) Act. Hazard pay is defined as additional pay for performing hazardous duty or work involving physical hardship that is related to COVID-19. Staff proposes to provide hazard pay for employees that worked on the frontlines with higher levels of potential exposure to the virus from April 4, 2020 to June 6, 2020 while County offices were closed to the public (five pay periods). This includes certain employees from the Sheriff's Office, Fire & Rescue, Building Inspections, Public Works, Public Utilities, Parks & Recreation, Information Technology and the Registrar's Office.

Eligible employees would receive an additional \$3.75 for each hour worked during this time period. The maximum available in hazard pay for individual employees is \$1,988 (for a 106 hour Fire-Rescue pay period). Hazard pay is proposed for 194 total employees at a total cost of \$261,124.69.

Staff has determined that 135 of the 194 employees are eligible for hazard pay under the CARES Act (because they are either public safety employees or spent a majority of their time on COVID-19 related response). As a result, the spending plan for the second round of CARES Act funds approved by the Board of Supervisors on September 8th includes \$196,313.44 for hazard pay for eligible employees.

Staff proposes the use of the FY 2020/2021 Undesignated General Fund Balance to provide the remaining \$64,811.25 needed for hazard pay for the remaining 59 employees determined to be ineligible under the CARES Act. These employees are mostly solid waste site attendants, facilities and maintenance workers and water/wastewater system

personnel who interacted with the public and performed field work during the pandemic while County offices were closed.

This expense is offset many times over by the \$1,692,662.28 in savings achieved from Sheriff's Office and Department of Fire-Rescue salaries being covered by funds received in both rounds of CARES Act allocations. This infusion of CARES Act funds to cover budgeted public safety salaries in turn frees up funds for other uses including increasing the Undesignated General Fund Balance.

Budget Impact: Outlined above

Requested Action(s) of Board: Approve use of \$64,811.25 from the FY 2020/2021 Undesignated General Fund for hazard pay for designated employees not eligible under the CARES Act

COVID-19 Hazzard Duty Pay

Proposed @ 3.75 per hour while the County Offices were closed to the public.

Row Labels	Count of Type	Sum of TOTAL
3102	52	\$67,859.06
3108	8	\$10,102.50
3250	55	\$88,351.88
3401		\$4,500.00
3501	4	\$6,000.00
3560	13	\$19,500.00
4260		\$28,481.25
4302		\$12,000.00
9910		\$9,000.00
9930		\$3,000.00
9909	3	\$4,500.00
1251		\$3,000.00
1302		\$3,330.00
*7101		\$1,500.00
Grand Total	135	\$261,124.69

This includes Sheriff's Office, SRO's, Animal Control and Dispatch employees, Fire and Rescue employees, Information Technology employees, Voter Registrar employees, Building Inspections employees, Solid Waste employees, Public Works employees, and Utility Department employees.

Both full and part-time employees of the above departments are included for their hours worked.

*Mr. Howard deliverd inter-office mail between county buildings and the Post Office daily.

135	CARES	\$ 196,313.44	CARES Approved
59	Non- CARES	\$ 64,811.25	General Fund Balance
194	Total Needed	\$ 261,124.69	