



Milwaukee County COVID-19 Public Health Emergency
Premium Pandemic Pay during COVID-19 Public Health Emergency
Administrative Order 20-12v3

Version 1 Issued and Effective as of 12:01 a.m. on Wednesday, April 19, 2020

Version 2 Issued and Effective as of 12:01 a.m. on Wednesday, April 19, 2020

Version 3 Issued and Effective as of 12:01 a.m. on Wednesday, May 27, 2020

During the pandemic, the County will provide additional compensation in the form of premium pay for employees supporting operations with increased exposure and risk to COVID-19 beginning at 12:01 a.m. on April 19, 2020 until the end of the day on Tuesday, June 9, 2020. The intent is to provide COVID-19 Premium Pandemic Pay to employees designated as having a higher risk of exposure to COVID-19 during their workday. Version 3 of the Premium Pandemic Pay Administrative Order replaces 20-12v2. **Changes in Version 3 are denoted in red.** The major changes in Version 3 are to extend the end date for premium pay and to include additional eligible job categories. In earlier versions the end date was the expiration of the State of Wisconsin’s “Safer at Home” order or May 26, whichever was later. **Version 3 extends the end date for all eligible positions to June 9, 2020. Version 3 also includes additional job categories from the Department of Health and Human Services. Note that the effective start date of Premium Pandemic Pay for positions added in Version 3 is 12:01 a.m. on Wednesday, May 27, 2020.**

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

I. COVID-19 Premium Pandemic Pay Levels

This section pertains to two levels of COVID-19 Premium Pandemic Pay for designated Milwaukee County employees:

COVID-19 Premium Pandemic Pay Structure (FLSA Eligible Positions)

Level	COVID-19 Premium Pandemic Pay	Qualifier
Tier I	\$2.00 per hour	Risk of exposure to COVID-19 may increase or decrease during the workday.
Tier II	\$3.00 per hour	Risk of exposure to COVID-19 is constant and can increase during the workday.

COVID-19 Premium Pandemic Pay Structure (Non-FLSA Positions)

Level	COVID-19 Premium Pandemic Pay	Qualifier
Tier I	\$80.00 per week	Risk of exposure to COVID-19 may increase or decrease during the workday.

Tier II	\$100.00 per week	Risk of exposure to COVID-19 is constant and can increase during the workday.
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II. Eligible Departments/Roles

The roles in the table below are eligible for COVID-19 Premium Pandemic Pay.¹ Roles performed while in specific facilities or the community (see “Facility” column in table below) will meet the requirements of COVID-19 risk Qualifier.

Exemptions to Premium Pandemic Pay include:

- Employees who are exclusively performing their roles remotely via teleworking practices are not eligible for additional COVID-19 Premium Pandemic Pay.
- Certain roles that are at higher compensation rates are also not eligible for additional COVID-19 Premium Pandemic Pay.
- Employees on any sort of paid leave of absence are not entitled to premium pay.

Below are the job titles, qualified facility at which qualified work hours should be conducted, the pay level, and FLSA status to inform the eligibility and rate of Premium Pandemic Pay.

Job Titles included in Premium Pandemic Pay Compensation Plan

<i>Agency</i>	<i>Job Title</i>	<i>Facility</i>	<i>Level</i>	<i>FLSA</i>
House of Corrections	Corr Offcr Lt	HOC	Tier I	Yes
House of Corrections	Correction Manager	HOC	Tier I	No
House of Corrections	Program Lieutenant	HOC	Tier I	Yes
House of Corrections	Corr Offcr Truck Driver	HOC/ Community	Tier I	Yes
House of Corrections	Corr Offcr 1 NM	HOC	Tier II	Yes
House of Corrections	Correctional Officer Sergeant	HOC	Tier II	Yes
House of Corrections	Facilities Mtce Wrkr-HOC (LPL)	HOC	Tier II	Yes
House of Corrections	Electrical Mech	HOC	Tier II	Yes
House of Corrections	Mechanic Maintenance Supt HOC-	HOC	Tier II	No
House of Corrections	Plumber	HOC	Tier II	Yes
House of	Supervisor Office Management	HOC	Tier I	No

¹ Eligible roles are based on criteria from the Occupational Safety and Health Administration (OSHA), consideration of organizational and community needs, candidate supply for essential roles, and retention data.

<i>Agency</i>	<i>Job Title</i>	<i>Facility</i>	<i>Level</i>	<i>FLSA</i>
Corrections				
House of Corrections	Laundry Clothing Production Assistant	HOC	Tier II	Yes
House of Corrections	Laundry Clothing Production Supervisor	HOC	Tier II	Yes
House of Corrections	Laundry Supervisor	HOC	Tier II	Yes
House of Corrections	Inventory Clerk	HOC	Tier II	Yes
House of Corrections	Stores Clerk 1	HOC	Tier I	Yes
House of Corrections	Mechanic	HOC	Tier II	Yes
House of Corrections	Heating Equip Mechanic	HOC	Tier II	Yes
House of Corrections	Assistant Executive	HOC	Tier II	Yes
Sheriff	Store Clerks I, II, III	CJF	Tier I	Yes
Sheriff	Clerical Asst 2 NM / Clerical Asst 2 Hrly	CJF	Tier I	Yes
Sheriff	Fiscal Asst I NM	CJF	Tier I	Yes
Sheriff	Supervisor Office Manager	CJF	Tier I	No
Sheriff	Correctional Officer 1 Sheriff NM / Corr Offcr 1 DOT	CJF	Tier II	Yes
Sheriff	Correction Manager	CJF	Tier II	No
Sheriff	Correctional Officer Lieutenant	CJF	Tier II	Yes
Sheriff	Deputy Sheriff Lieutenant	CJF	Tier II	No
Sheriff	Sheriffs Dept Captain	CJF	Tier II	No
Sheriff	Deputy Sheriff Lieutenant	Community	Tier I	No
Sheriff	Sheriffs Dept Captain	Community	Tier I	No
Sheriff	Public Safety Officer	CJF/Courthouse	Tier II	Yes
Sheriff	Supervisor Public Safety	CJF/Courthouse	Tier II	No
Sheriff	Admin Asst. - 3rd Shift	CJF	Tier I	Yes
Medical Examiner	Forensic Investigator	Med Examnr/ Community	Tier II	Yes
Medical Examiner	Lead Forensic Investigator	Med Examnr/ Community	Tier II	Yes
Medical Examiner	Forensic Assistant	Med Examnr	Tier II	Yes
DHHS - DYFS	Youth Correctional Officer / Youth Correctional Officer BL	Youth Det	Tier II	Yes
DHHS - DYFS	Supervisor Juvenile CoOfficer	Youth Det	Tier II	Yes
DHHS - DYFS	RN 1, 2, 3	Youth Det	Tier II	Yes
DHHS - DYFS	Human Service Worker (HSW)	Youth Det	Tier II	Yes
DHHS - Housing	Assist Administrator Housing	Community	Tier I	No

<i>Agency</i>	<i>Job Title</i>	<i>Facility</i>	<i>Level</i>	<i>FLSA</i>
	Homeless			
DHHS - Housing	Quality Strategy Coordinator	Community	Tier I	No
DHHS - Housing	Housing Inspector	Community	Tier II	No
DHHS - Housing	Community Intervention Specialist	Community	Tier II	Yes
DHHS - Housing	Lead Community Intervention Specialist	Community	Tier II	No
DHHS - Housing	Sr. Real Estate Project Manager	Community	Tier II	No
BHD	Nurses (RN, RN Educator, RN Infection Control, RN Utilization Review, RN Pool)	BHD	Tier II	Yes
BHD	Psychology Postdoc Fellow	BHD	Tier I	Yes
BHD	Worker Psych Social	BHD	Tier II	Yes
BHD	Certified Nursing Assistant, CNA Pool	BHD	Tier II	Yes
BHD	Psych Tech	BHD	Tier II	Yes
BHD	Advanced Nurse Prescriber / Advanced Nurse Prescriber Pool	BHD	Tier II	Yes
BHD	Adv Nurse Prescriber – Psych	BHD	Tier II	No
BHD	Therapist Occupational / Therapist Occupational Pool / Therapist Music	BHD	Tier II	Yes
BHD	Health Unit Coordinators	BHD	Tier I	Yes
BHD	Clinician Emergency Services	BHD	Tier I	Yes
BHD	Lead Emergency SVC Clinician	BHD	Tier I	Yes
BHD	Clinician Emergency Serv Hrly	BHD	Tier I	Yes
BHD	Representative Admissions	BHD	Tier I	Yes
BHD	Representative Admissions - Hrly	BHD	Tier I	Yes
BHD	Manager Nurse	BHD	Tier II	No
BHD	Supervisor Nursing	BHD	Tier II	Yes
BHD	Supervisor Nursing Pool	BHD	Tier II	Yes
BHD	Clerk Supply	BHD	Tier I	Yes
BHD	Chaplain	BHD	Tier II	Yes
BHD	Store Clerk	BHD	Tier I	Yes
BHD - Crisis/Community	Psychological Associate	BHD/Community	Tier I	No
BHD - Crisis/Community	Coordinator Care Management	BHD/Community	Tier I	No
BHD - Crisis/Community	Housekeepers	BHD/Community	Tier I	Yes
BHD - Crisis/Community	Clerk Outpatient Admitting	BHD/Community	Tier II	Yes

III. COVID-19 Premium Pandemic Pay Processing

Premium Pandemic Pay 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.

Eligible employees will apply the Premium Pandemic Pay to their bi-weekly time reporting via the Dayforce reporting process. **Managers should only approve Premium Pandemic Pay for employees who meet all three (3) of the below criteria:**

- **Employees in eligible job titles (see Section II table);**
- **Employee hours worked in qualified facilities (see Section II table); AND**
- **Employees who meet the required risk qualifiers (see Section I).**

Employees may enter their time for Premium Pandemic Pay per the following:

- For FLSA Non-Exempt Employees:
 - Tier 1: Use **Payroll Code: 2.00 TIER1 Pandemic Pay**
 - Tier 2: Use **Payroll Code: 3.00 TIER2 Pandemic Pay**
- For FLSA Exempt (Salary) Employees:
 - Tier 1: Use **Payroll Code: 80.00 TIER1 Pandemic Pay**
 - Tier 2: Use **Payroll Code: 100.00 TIER2 P Pandemic Pay**