



## **COVID-19 SPECIFIC POLICIES FAQ'S**

### **Is ROP still hiring new employees?**

ROP provides essential services, and because of this, we are continuing to care for youth in our programs in communities across the country. This is a great opportunity for our current employees to take advantage of the Referral Bonus Program and earn extra money (see HR for details).

### **What if my State/County are mandating shelter in place?**

ROP conducts business nationwide and we are considered an essential service provider. The youth in our care count on our presence at work daily. We are advising all ROP staff to carry ID badges to prove that you are working for an essential service provider.

### **Where can I get up to date information on my current ROP current medical coverage through CIGNA?**

Cigna is doing an awesome job updating information their web pages. Please visit [www.mycigna.com](http://www.mycigna.com) for the most up to date information on testing and treatment for COVID-19. If you are not currently enrolled in our insurance, you can still access some great healthcare information through this site.

### **Are there any special health care enrollment opportunities available if I do not have current medical coverage?**

Several states have opened limited opportunities to enroll in medical coverage through state sponsored exchanges, please check your specific states health care exchange for additional details. See your local Human Resources for assistance.

## **What are some of the new policies that ROP is implementing to help staff during this crisis?**

ROP is committed to keeping our staff healthy and financially secure during these challenging times, and has implemented the following policies which are summarized below:

- Policy 100.508 that increases annual PTO accrual, provides a PTO cash-out option as well as a PTO bank for impacted employees.
- Policy 100.306 provides financial incentives to direct care staff and critical post staff who consistently provide supervision, education and direct care for ROP's youth who, if not at work, would otherwise need to be placed.

## **Where can I access these policies?**

These policies, as well as additional policies related to our COVID-19 response, are available at each ROP location, through the SharePoint portal or through Human Resources. In addition, these policies are also posted on the Rite of Passage website (<https://riteofpassage.com/covid-19-resources/>).

## **My job title is listed as eligible for the “perfect attendance bonus.” What do I have to do to receive this award?**

Perfect attendance means that you have completed 100% of your assigned shift for the work week. This means you have arrived to work on time and did not have any tardiness and/or early departures during the work week. Please note that employees who are scheduled for Paid Time Off, Leaves of Absences, or Unpaid Time Off during any particular work week would not be eligible for this bonus. If your job is not specifically mentioned, you would still be eligible for “spot” bonus based on supervisor's recommendation.

## **Are part-time staff eligible for the “perfect attendance bonus”?**

As long as they are scheduled and complete their entire shift as outlined above.

## **How are “perfect attendance” and “spot” bonus requests initiated?**

The employee's direct supervisor will complete a PAF for the individual on a weekly basis and submit to HR each Thursday by NOON. If you did not sign a PAF for this, please contact your supervisor.

**For those employees who “Self-Identify” as high risk and choose to go on an extended leave, are they eligible to access the site “Pandemic PTO Bank” once they exhaust their PTO/PST hours?**

Employees who choose to go on an extended leave will fall under either the FMLA Policy Number 100.500 or Leave of Absence Policy Number 100.501 which outlines the approved usage of PTO/PST hours. Once PTO/PST hours are exhausted the leave will continue as unpaid.

**Do employees who self-identify have to bring in a Doctor’s note confirming the underlying issue?**

All employees in this category should be prepared to discuss confidentially with HR in order to receive approval.

**For purposes of cashing out PTO, will other hardships be considered besides the ones (childcare, housing, and medical expenses) listed in the policy?**

HR will review these on a case-by-case basis but we will likely limit it to those identified areas only.

**Can employees who wish to donate PTO specify the person they want their hours to go towards?**

The intent of this program is to create a large bank for use, this is so that the personal health information of our employees is not compromised and/or shared at this time.

**Under the “Pandemic PTO Donation” policy it states that it’s for employees that contract the COVID-19 virus. Are we not including employees that have had contact with a diagnosed COVID-19 person and/or those that have immediate family members that have contracted the virus that they must care for?**

Based on the current established policy the intent is that this is for “employees that contract the COVID-19 virus” only.

## **Is ROP requiring employees who have diagnosed family members stay home for 14 days?**

If an employee is exhibiting symptoms, they will be asked to stay home for at least 14 days and/or until they receive a medical clearance from their doctor.

## **If I am required to stay home for 14 days, will I get paid?**

Under our current policy you will be required to use any available PTO/PST hours you may have. However, if you have been diagnosed with COVID-19 you will be eligible to access the “Pandemic PTO Donation” bank managed at your site. Please contact your site HR department for further details.

## **Do staff that are requesting to be off need to complete the Leave Request Form?**

Employees should follow the procedures outlined in our Leave of Absence Policy Number 100.501.

## **For staff that are approved to be out and do not have PTO, will they still be responsible for making their benefit payment while they are out?**

Employees will still be responsible for benefit payments. When they complete the Leave of Absence process, they will be given the specific information regarding payment amounts, etc.

## **Can I work remotely/from home?**

All requests to work remotely will need to be reviewed on a case-by-case basis by the Executive Director and HR. In reviewing these requests we will need to ensure that we can serve our primary function of caring for the youth in our care.

## **I saw on the news that the President said that I will be receiving extra benefits, \$1000 payment, and paid time off. When will I get those?**

ROP is continually monitoring local, state and federal employee assistant programs that provide additional financial and health benefits to staff. Current legislation is underway, and once passed, may provide additional benefits to individuals through governmental agencies such as the Social Security Administration. The human resources department will make notifications as well as post information on our website. Unfortunately, no guidance can be provided by ROP until legislation is finalized.