

RITE OF PASSAGE

IMPROVING THE LIVES OF YOUTH

July 4, 2020

Dear ROP Colleagues,

Our agency's priority throughout this pandemic remains the health, safety and well-being of our staff and the youth we serve. The purpose of this correspondence is to outline the practices and policies Rite of Passage has enacted to protect employee financial security as well.

1. Staff have a choice to take a Leave of Absence if they are high-risk or are not comfortable working in our programs during this pandemic.
2. Staff who choose to work with COVID-positive youth or who work in a designated program "hot spot" will be paid an additional 20%.
3. Staff who are COVID-positive and non-symptomatic have the choice to work with COVID-positive youth, while also being paid an additional 20%.
4. Staff may be eligible to receive additional "on the spot" bonuses, awarded for exceptional work with youth or in the program.
5. All employees who are COVID-positive will be paid for work-time missed.

The continuity of payment will be through our PTO system, which means that COVID-positive staff will first use their own PTO, then they may draw on the bank of donated PTO should they need additional time. This ensures all employees, even those with no PTO, will receive a full paycheck while they are COVID-positive.

6. ROP offers comprehensive health insurance to care for staff who may become ill.

Should any employee have a question about these specific practices or about any of our COVID protocols, please contact your human resource department, supervisor, site leadership or Executive Director.

You are also welcome to email me, as I want to ensure every staff member understands the absolute commitment this agency has for your health, wellness and financial well-being.

S. James Broman
Chief Executive Officer

RITE OF PASSAGE, INC.

"Dedicated to improving the lives of youth, families and communities."

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