

☑ Talking Points

November 5, 2020

This message is for all Bozeman Health employees from Paige Athey, system manager of compensation and benefits.

Bozeman Health Establishes Disaster Pay Policy in Response to COVID-19**Here's what's happening...**

Bozeman Health remains committed to supporting our employees as we continue to navigate the COVID-19 pandemic. Executive leadership, with the support from the Bozeman Health Foundation, has determined and enacted a policy for disaster pay, a base wage income replacement for employees that have been adversely effected by the COVID-19 pandemic.

Here's why...

As the COVID-19 pandemic persists, and we face a rising surge of positive cases in our community, we recognize the effect on our team members, with employees either having to quarantine due to a possible exposure, or having contracted the illness themselves and needing to recover at home for the duration of the illness. **In an effort to support our employees financially throughout this time, disaster pay has been established.**

Here's what you need to do...

Please [review this policy](#) and discuss it with your manager as needed.

As a reminder, if you are experiencing cold, flu or COVID-19-like symptoms, there is a specific process you must follow. Please [see this previous communication outlining that process](#).

Employees that are eligible for disaster pay:

- Any employee that tests positive for COVID-19 regardless of where the exposure took place.
- Any employee exposed to COVID-19 during the course of their work at Bozeman Health, and therefore misses work time for testing and/or quarantine *as directed by the Employee Health department* and is unable to work from home due to the nature of their role or the resources as provided by Bozeman Health.
- Any employee that is sent home from work time due to potential exposure (regardless of where exposure took place) or is symptomatic *as directed by the Employee Health department* and is unable to work from home due to the nature of their role or the resources as provided by Bozeman Health.

Employees that are not eligible for disaster pay:

- Any employee that is missing work for COVID-19 related reasons (quarantine) as recommended by a provider (not directed or validated by Employee Health).
- Any employee that describes themselves as symptomatic and requests to be off but has not been tested nor advised by Employee Health to quarantine.

- Any employee that has had an exposure outside of the workplace and tested negative, but missed work due to quarantine, testing period, or other illness and was not advised by Employee Health.
- Any employee missing work due to childcare or care for others (but not themselves).
- Any employee voluntarily missing work or declining to work to avoid potential exposure.
 - Employees in this instance should be referred to human resources to discuss a potential leave of absence.
- Any employee missing work due to unrelated illness (not COVID-19).
 - Employees in this instance should be referred to human resources to discuss a potential leave of absence.
- Any employee that is not COVID-19 positive and is asked to quarantine or be tested and is awaiting test results, and elects not to work from home although they are able to do so.

Disaster pay is provided for an employee's base wage only, up to an employee's current FTE. This does not include premium pay, differentials, or other incentive compensation. Disaster pay is not to exceed the employee's current FTE and should not result in overtime for any employee.

Instance and Duration of Disaster Pay:

- Any employee that has not contracted COVID-19 but has been asked to quarantine for the reasons as stated in this policy is not to receive more than 28 days of disaster pay in one twelve (12) month period.
 - Subsequent quarantines will require earned time, extended medical bank hours, and/or unpaid time in accordance with Bozeman Health Leave of Absence Policies.

If an employee is positive for COVID-19, disaster pay shall not exceed the lesser of when the employee's provider has indicated they may return to work or 90 days.

Other policies to refer to regarding this policy and process include:

[Earned Time](#)

[Extended Medical Bank Hours \(EMBH\)](#)

[Leave of Absence \(FMLA\)](#)

[Leave of Absence \(General\)](#)

Questions or comments? Contact Human Resources at HumanResources@bozemanhealth.org.