

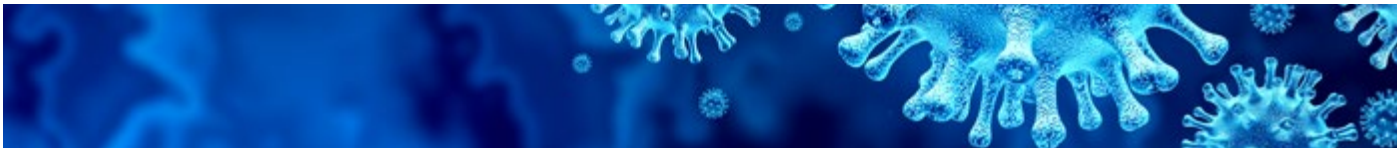
COVID-19

HMH PAY SCENARIOS & PROCESS GUIDE



Hackensack
Meridian *Health*

KEEP GETTING BETTER



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REASSIGNMENT

Reassignment of team member to another unit or site upon directive by leader.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Current leader
SHOULD I CONTACT THE HARTFORD?	No
WHAT ACTION DO I NEED TO TAKE?	Team member will clock in using the new cost center they will be supporting. Please speak with the leader on the reassignment unit for clarification on cost centers and type of coverage.

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	Either the local or network staffing command center for questions about the reassignment.
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	Current leader will maintain communication with team member. During the reassigned shift, receiving leader will provide direction. The current leader should partner with the receiving leader to verify hours worked before signing off on payroll.

HOW WILL I BE PAID?

REGULAR PAY	Regular pay as the team member continues to work.
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HOW SHOULD THE LEADER PROCESS IN PAYROLL?

FOR NON-EXEMPT/HOURLY TEAM MEMBERS:

Team member should clock in using the COVID-19 cost center for the entity they are supporting. On the timesheet current leader should enter reason code as follows:

- Use reason code **C0016 COVID-19 Redeployment** when the team member is reassigned to provide support to a specific unit.
- Use reason code **C0017 COVID-19** when the team member is reassigned to assist with COVID specific incremental tasks such as building a face shield.

FOR EXEMPT/SALARIED TEAM MEMBERS:

Prior to reassignment, current leader should update the team member's schedule in MyWay to reflect the modified work arrangement in order to ensure the shift differential will generate.

- To charge the cost centers the exempt team member is redeployed to, simply change the timesheet view to "Punch Timesheet" and enter the cost center for the entity that the team member supported for that day along with the override reason code (similar to entering the TRC code with quantity of hours).

PROCESSING OF HMH CLINICAL EMERGENCY SURGE PAY RECEIVING LEADER - WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?

Receiving leader should verify with the team member if the shift worked is eligible for HMH Clinical Emergency Surge Pay (Surge Pay).

ELIGIBILITY FOR SURGE PAY

Team members are eligible for Surge Pay for filling vacant shifts in select positions outside normal duty. A listing of eligible positions was provided to leaders. Please contact your leader or local site HR representative for additional information.

- Surge Pay does NOT apply when a team member works overtime above normal work schedule.
- Surge Pay does NOT apply when a team member is reassigned to another unit/location in lieu of regular duties.
- For full-time and part-time team members, Surge Pay applies to any shift filled above normal work schedule hours.
- Per diem team members must work one shift per week before they qualify for Surge Pay.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

CURRENT LEADER:

For Non-Exempt/Hourly Team Members – Follow payroll process for Reassignment. All hours worked will be paid consistent with any other normal shift including overtime.

For Exempt/Salaried Team Members – Exempt team members who work extra shifts in positions that are covered under the Surge Pay program will be paid for hours worked.

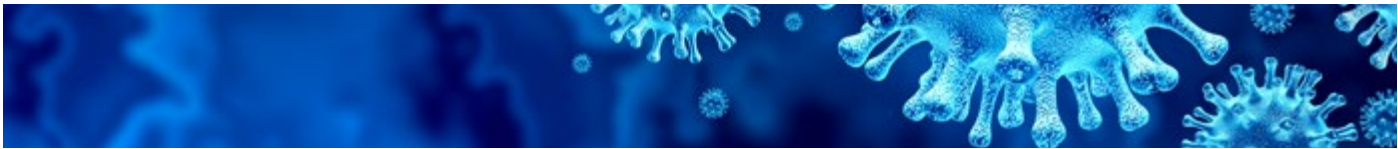
To compensate an exempt team member, current leader should select TRC Code **“Exempt Add’l Reg – EXARG”**, enter the quantity of hours and select the applicable cost center the team member is working in along with the applicable override reason code. This TRC code is **NOT** to be used for reassignment on another unit/location OR for extra hours worked on normal work schedule.

RECEIVING LEADER:

Leaders who are “receiving” a team member covering a surge shift will be responsible for tracking and submitting the eligible Surge Pay hours worked in their department.

All hours will be tracked using the Surge Pay template. **IMPORTANT:** Please do not enter any Surge Pay information onto individual time sheets in MyWay or submit payment requests directly to Payroll.

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FEELING SICK/POTENTIAL EXPOSURE TO COVID-19 INDIVIDUAL

A team member who feels sick or is concerned that there was a potential exposure to an individual with COVID-19.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHAT ACTION DO I NEED TO TAKE?

Team Members should not report to work and contact the Occupational Health COVID-19 Hotline for their region if they are experiencing a fever (≥ 100.0) **OR** if they are experiencing two (2) or more of the following symptoms following a potential exposure to someone diagnosed with or under investigation for COVID-19: shortness of breath, loss of taste and smell, cough, sore throat, muscle aches, malaise, vomiting or diarrhea.

If a fever (≥ 100.0) or COVID related symptoms develops while at work, tell your leader and you will be sent home. Team members should contact the Occupational Health COVID-19 Hotline for their region as soon as possible.

WHO DO I CONTACT?

Contact leader to report absence. Call the Occupational Health COVID-19 Hotline for the region if you are experiencing a fever (≥ 100.0) **OR** if they are experiencing two (2) or more of the following symptoms following a potential exposure to someone diagnosed with or under investigation for COVID-19: shortness of breath, loss of taste and smell, cough, sore throat, muscle aches, malaise, vomiting or diarrhea.

WHAT ACTION DO I NEED TO TAKE?

If Occupational Health determines the team member should be tested they will be referred to a designated Urgent Care Center swabbing station. These designated Urgent Care Centers are working directly with our Occupational Health teams and are prepared to expedite team members, ensuring they receive timely care. Occupational Health will make appropriate arrangements if determined that the team member should be evaluated by a provider.

Occupational Health will continue to make contact with the team member every 24 hours. As soon as all the requirements for clearance are met, Occupational Health will return the team member to work. At that time, the leader will be sent an email notification of the team member's clearance and can immediately place the team member back on the schedule.

Continued

FEELING SICK/POTENTIAL EXPOSURE TO COVID-19 INDIVIDUAL

WHAT ACTION DO I NEED TO TAKE?

NOTE: If a team member tests positive for COVID-19, Occupational Health will clear them to return to work consistent with CDC guidelines as noted in our policy. Please log on to PolicyStat and reference **COVID-19 Travel/Community Risk Assessment and Post Exposure Policy**.

If a team member's health care provider/primary care physician determines that the team member should remain out of work for additional days following clearance by Occupational Health, then the team member should contact The Hartford.

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?

n/a

WHO IS COMMUNICATING WITH THE TEAM MEMBER?

Occupational Health will continue make contact with the team member every 24 hours. As soon as all the requirements for clearance are met, Occupational Health will return the team member to work. At that time, the leader will be sent an email notification of the team member's clearance and can immediately place the team member back on the schedule.

If determined non-work related exposure: The Hartford will conduct communication with the team member in addition to Occupational Health.

IMPORTANT NOTE: Occupational Health will not provide the leader with any HIPAA protected health information, including whether a team member has tested positive for COVID-19.

HOW WILL I BE PAID? NON-WORK RELATED

REGULAR PAY

Regular pay as the team member continues to work.

NJ EARNED SICK LEAVE

ESL (To be used when team member is sick and not working).

Cascade according to [ESL Pay Practice](#) Rules/Banks.

NOTE: Subject to change upon further guidance by Department of Labor.

Continued

FEELING SICK/POTENTIAL EXPOSURE TO COVID-19 INDIVIDUAL

NON-WORK RELATED *(Continued)*

PTO	Cascade according to ESL Pay Practice Rules/Banks.
DISABILITY	As determined by The Hartford.
UNEMPLOYMENT	Possibly apply for unemployment.

WORK RELATED (AS DETERMINED BY OCCUPATIONAL HEALTH)

REGULAR PAY	Regular pay as the team member continues to work.
NJ EARNED SICK LEAVE	ESL (To be used when team member is sick and not working). Cascade according to ESL Pay Practice Rules/Banks. NOTE: Subject to change upon further guidance by Department of Labor.
PTO	Cascade according to ESL Pay Practice Rules/Banks.
DISABILITY	In certain cases, disability could apply. NOTE: Subject to change upon further guidance by Department of Labor.
UNEMPLOYMENT	Possibly apply for unemployment.
WORKERS' COMPENSATION	As determined by Occupational Health. Cascade according to Workers' Compensation Pay Practices Rules/Banks. NOTE: Subject to change upon further guidance by Department of Labor.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF CONTINUE TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule.

IF TEAM MEMBER IS SICK:

Leader enters code = "Sick". Do this until notified by The Hartford or Occupational Health.

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POSITIVE COVID-19 TEST/NON-HMH WORK RELATED

A team member with a **positive COVID-19 test result** due to a **non-HMH work related** exposure.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader to report absence. Team member should call the Occupational Health COVID-19 Hotline.
SHOULD I CONTACT THE HARTFORD?	Contact The Hartford if out of work for greater than 3 days and not HMH work related exposure.
WHAT ACTION DO I NEED TO TAKE?	Team member should not report to work.

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	n/a
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	The Hartford will communicate with the team member. Occupational Health will continue to make contact with the team member every 24 hours. As soon as the team member meets all the requirements for clearance, Occupational Health will return the team member to work. At that time, the leader will be sent an email notification of the clearance and can immediately place the team member back on the schedule.

HOW WILL I BE PAID?

NJ EARNED SICK LEAVE	Cascade according to ESL Pay Practice Rules/Banks.
PTO	Cascade according to ESL Pay Practice Rules/Banks.
DISABILITY	Upon exhaustion of ESL, disability can apply.
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

Leader enters code = "SICK". Do this until notified by The Hartford.

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SELF-QUARANTINE – NON-HMH WORK RELATED

A person who is told to **self-quarantine** by a physician due to virus exposure **outside of the workplace** - not sick at time of quarantine.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader to report absence.
SHOULD I CONTACT THE HARTFORD?	Contact The Hartford if out of work for greater than 3 days and not HMH work related exposure.
WHAT ACTION DO I NEED TO TAKE?	Speak with leader to discuss options. Be prepared to discuss: - Work from home in either their current job or support another function/unit If a team member has a fever (≥ 100.0) , call the Occupational Health Hotline.

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	Depends upon the ability to work from home /reassignment. If there are no opportunities available on unit, contact the local command center to coordinate possible reassignment opportunities.
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	If an alternative work arrangement is approved, leader will communicate with the team member. If out of work for greater than 3 days, The Hartford will communicate directly with the team member.

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SELF-QUARANTINE – NON-HMH WORK RELATED

HOW WILL I BE PAID?

REGULAR PAY	If continue to work, will be paid according to regular pay practices.
NJ EARNED SICK LEAVE	Only if alternate work arrangements are NOT feasible. Cascade according to ESL Pay Practice Rules/Banks. NOTE: Subject to change upon further guidance by Department of Labor.
PTO	Cascade according to ESL Pay Practice Rules/Banks.
DISABILITY	If the team member becomes symptomatic, disability could apply. NOTE: Subject to change upon further guidance by Department of Labor.
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF TEAM MEMBER CONTINUES TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF TEAM MEMBER CONTINUES TO WORK BUT WILL SUPPORT ANOTHER DEPARTMENT (I.E. REASSIGNMENT):

See applicable COVID-19 scenario for reassignment.

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "SICK".

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SCHOOL/DAY CARE CLOSURE

A person who is unable to work because their child's school or daycare was ordered closed by a public official for a public health reason.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader
SHOULD I CONTACT THE HARTFORD?	Contact The Hartford if out of work for greater than 3 days.
WHAT ACTION DO I NEED TO TAKE?	Speak with leader to discuss options. Be prepared to discuss: <ul style="list-style-type: none"> - Work from home - Flexible work schedules (i.e. swap shifts or weekends)

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	Leader should work directly with the team member to discuss creative options to ensure scheduling/patient care is met (i.e. work from home, flex work schedule).
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	Leader

HOW WILL I BE PAID?

REGULAR PAY	Regular pay as the team member continues to work.
NJ EARNED SICK LEAVE	Only if alternate work arrangements are NOT feasible. Cascade according to ESL Pay Practice Rules/Banks. NOTE: Subject to change upon further guidance by Department of Labor.
PTO	Cascade according to ESL Pay Practice Rules/Banks.
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF THE TEAM MEMBER CONTINUES TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF THE TEAM MEMBER CONTINUES TO WORK BUT WILL SUPPORT ANOTHER DEPARTMENT (I.E. REASSIGNMENT):

See applicable COVID-19 scenario for Reassignment.

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "SICK".

NOTE: Subject to further clarification by the Department of Labor.

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HMH VOLUNTARILY SHUT DOWN OPERATIONS

A person who is out of work because their **employer voluntarily closed** (temporarily or otherwise) due to COVID-19. Example: HMH makes the voluntary decision to shut down operations.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader
SHOULD I CONTACT THE HARTFORD?	No
WHAT ACTION DO I NEED TO TAKE?	<p>Speak with leader to discuss options. Be prepared to discuss:</p> <ul style="list-style-type: none"> - Reassignment to another unit in either their current role or other capacity - Work from home in either their current job or support another function/unit - Flexible work schedules (i.e. swap shifts or weekends)

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	<p>Depends upon the ability to work from home /reassignment.</p> <p>If there are no opportunities available on unit, contact either the local command center or the network staffing command center to coordinate possible reassignment opportunities.</p>
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	Leader

HOW WILL I BE PAID?

REGULAR PAY	If continue to work, will be paid according to regular pay practices.
PTO	<p>Only if alternate work arrangements are NOT feasible.</p> <p>Team member will be required to use any available PTO time from all PTO banks before going unpaid.</p>
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF CONTINUE TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF CONTINUES TO WORK BUT WILL SUPPORT ANOTHER DEPARTMENT (I.E. REASSIGNMENT):

See applicable COVID-19 scenario for reassignment.

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "PTO".

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HMH IS ORDERED TO SHUT DOWN OPERATIONS

A person who is unable to work because their place of business was **ordered closed by a public official** for a public health reason. Example: HMH ordered to shut down operations.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader
SHOULD I CONTACT THE HARTFORD?	No
WHAT ACTION DO I NEED TO TAKE?	<p>Speak with leader to discuss options. Be prepared to discuss:</p> <ul style="list-style-type: none"> - Reassignment to another unit in either their current role or other capacity - Work from home in either their current job or support another function/unit - Flexible work schedules (i.e. swap shifts or weekends)

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	<p>Depends upon the ability to work from home /reassignment.</p> <p>If there are no opportunities available on unit, contact either the local command center or the network staffing command center to coordinate possible reassignment opportunities.</p>
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	Leader

HOW WILL I BE PAID?

REGULAR PAY	If continue to work, will be paid according to regular pay practices.
NJ EARNED SICK LEAVE	<p>Only if alternate work arrangements are NOT feasible.</p> <p>Cascade according to ESL Pay Practice Rules/Banks.</p> <p>NOTE: Subject to change upon further guidance by Department of Labor.</p>
PTO	Cascade according to ESL Pay Practice Rules/Banks.
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF TEAM MEMBER CONTINUES TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF TEAM MEMBER CONTINUES TO WORK BUT WILL SUPPORT ANOTHER DEPARTMENT (I.E. REASSIGNMENT):

See applicable COVID-19 scenario for reassignment.

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "SICK".

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LOSS OF HOURS

A person who is losing hours because of a **reduction in force/hours** related to COVID-19.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader
SHOULD I CONTACT THE HARTFORD?	No
WHAT ACTION DO I NEED TO TAKE?	<p>Speak with leader to discuss options. Be prepared to discuss:</p> <ul style="list-style-type: none"> - Reassignment to another unit in either their current role or other capacity - Work from home in either their current job or support another function/unit - Flexible work schedules (i.e. swap shifts or weekends)

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	<p>Depends upon the ability to work from home /reassignment.</p> <p>If there are no opportunities available on unit, contact either the local command center or the network staffing command center to coordinate possible reassignment opportunities.</p>
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	Leader

HOW WILL I BE PAID?

REGULAR PAY	If team member continue to work, will be paid according to regular pay practices.
PTO	<p>Only if alternate work arrangements are NOT feasible.</p> <p>Team member will be required to use any available PTO time from all PTO banks before going unpaid.</p>
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF TEAM MEMBER CONTINUES TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF TEAM MEMBER CONTINUES TO WORK BUT WILL SUPPORT ANOTHER DEPARTMENT (I.E. REASSIGNMENT):

See applicable COVID-19 scenario for reassignment.

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "PTO".

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ACCOMMODATIONS FOR PRE-EXISTING CONDITIONS

A person who wants an accommodation because their health care provider says they are at greater risk due to a pre-existing condition.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader
SHOULD I CONTACT THE HARTFORD?	The Hartford (with medical documentation).
WHAT ACTION DO I NEED TO TAKE?	The HMH Accommodations team will contact the team member after all documentation is received to discuss next steps.

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	The HMH Accommodations team will contact the leader after all documentation is received to discuss the accommodation request.
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	The Hartford and/or the HMH Accommodations team.

HOW WILL I BE PAID?

REGULAR PAY	If the team member continues to work, will be paid according to regular pay practices.
NJ EARNED SICK LEAVE	Only if alternate work arrangements are NOT feasible. Cascade according to ESL Pay Practice Rules/Banks. NOTE: Subject to change upon further guidance by Department of Labor.
PTO	Cascade according to ESL Pay Practice Rules/Banks.
DISABILITY	As determined by The Hartford.
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF TEAM MEMBER CONTINUES TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF TEAM MEMBER CONTINUES TO WORK BUT WILL SUPPORT ANOTHER DEPARTMENT (I.E. REASSIGNMENT):

See applicable COVID-19 scenario for reassignment.

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "SICK".

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CARE FOR RELATIVE/LOVED ONE

A person who has to care for a relative or loved one with COVID-19 or COVID-19 symptoms.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader Complete Family Leave Insurance (FLI).
SHOULD I CONTACT THE HARTFORD?	Contact The Hartford if out of work for greater than 3 days.
WHAT ACTION DO I NEED TO TAKE?	Apply for FLI following exhaustion of ESL. Please contact The Department of Labor and Workforce Development with any questions.

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	n/a
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	The Hartford if greater than 3 days.

HOW WILL I BE PAID?

REGULAR PAY	If the team member continues to work, will be paid according to regular pay practices.
NJ EARNED SICK LEAVE	Cascade according to ESL Pay Practice Rules/Banks. NOTE: Subject to change upon further guidance by Department of Labor.
PTO	Cascade according to ESL Pay Practice Rules/Banks
NJ FAMILY LEAVE INSURANCE	Following exhaustion of ESL, apply for NJ Family Leave Insurance (FLI). NOTE: Subject to change upon further guidance by Department of Labor.
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF TEAM MEMBER CONTINUES TO WORK IN REGULAR CAPACITY:

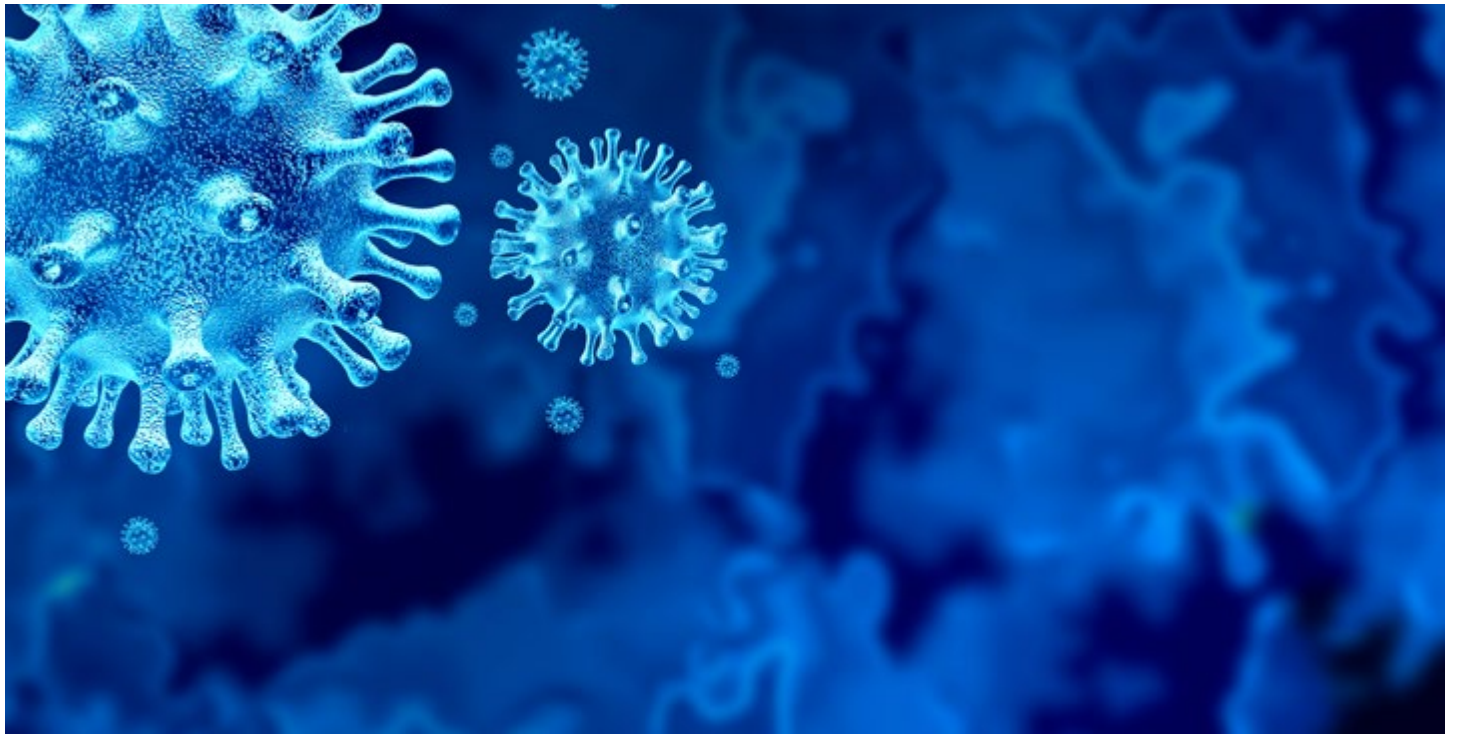
Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "SICK".

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KEEP GETTING BETTER