

**TOWN OF EMMITSBURG
COVID-19 HAZARD PAY FOR ESSENTIAL EMPLOYEES**

The Town of Emmitsburg, as a municipal government, provides essential services to its residents. Due to our responsibility and charter to serve our residents under all circumstances, some Town employees have been asked to continue their normal work during the COVID-19 crisis. The Town believes that these employees must be compensated for their willingness to work in unknown and potentially hazardous situations.

SCOPE

All full- and part-time employees assigned to essential positions, as defined under the existing Severe Weather/Extreme Conditions policy in the employee handbook are eligible for hazard pay (or compensatory time in lieu of hazard pay, or a combination of both options) if they are reporting to work (not remote work) during the specified hazard pay time period. These positions include:

- Town Manager
- Town Clerk
- Public Works supervisors and staff
- Sewer and water supervisors and staff
- Any other Town employees required to report to the office or a location in the Town during the COVID-19 crisis as a result of their work duties and directed to do so by the Town Manager.
- This includes the Town accountant and accounting tech (accounting department)

Hazard duty pay is a supplement to the employee's base pay. Hazard pay may be taken as compensation and/or compensatory time. Neither overtime, holiday pay nor any other type of pay is factored into the base rate to determine the hazard pay calculation. If an employee is on paid or unpaid leave during the hazard pay timeframe, they are not eligible for the hazard pay supplement on days they are off and not working.

Hazard pay will begin on March 19, 2020 and continue until Governor Hogan lifts the stay-at-home order. March 19, 2020 was the same date that the Mayor following the Governor's executive order implemented reduce staffing and reduced hours related to COVID-19.

Hazard pay taken as compensation is considered taxable income and will be reported on the employee's annual W-2 statement. An employee who does not wish to receive hazard pay must notify the Town Manager in writing.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this policy shall take effect this 18th day of May, 2020.

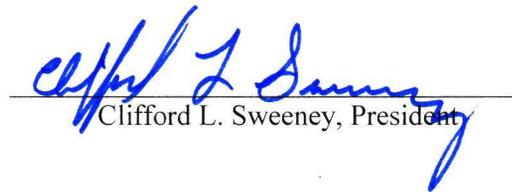
PASSED this 18th day of May, 2020.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:



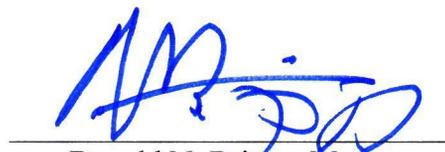
Madeline Shaw, Town Clerk



Clifford L. Sweeney, President

APPROVED VETOED

this 18th day of May, 2020.



Donald N. Briggs, Mayor