

Emergency Standby Pay

Employee Frequently Asked Questions



We are providing Emergency Standby Pay (ESP) for employees who are able to work but awaiting redeployment or remote access. This ESP program is effective Sunday, March 22 and will continue to be available until further notice.

1. If employees who are routinely scheduled to work a full shift are sent home early due to lack of work, should they be paid ESP?

If an employee is ready and available to work but is not needed, he or she should be paid ESP. Leaders are encouraged to use the remaining shift for education and training where possible. This is the perfect time to train our workforce in preparation for both redeployment and future required skills.

2. How will voluntary absences and call-outs work?

Employees who decide they are unavailable to work must take PTO. They must provide appropriate notification to their leader as usual. As previously announced, employees can carry a negative balance up to 80 hours in their PTO bank. Once PTO is exhausted, a voluntary leave of absence must be taken if unavailable to work.

3. If an employee is offered an assignment in another unit and chooses to stay home, will he or she need to use PTO hours?

Hourly or salaried employees currently on ESP who are unavailable for work or reassignment will need to use PTO. Employees should make every effort to be available to support our organization during this emergency situation. Refusals may be subject to corrective action if employees have been receiving ESP.

4. Do employees still accrue PTO while being paid ESP?

Yes. PTO continues to accrue while an employee is receiving ESP.

5. Is ESP paid at an employee's current hourly rate or is it a fixed rate?

ESP is paid at an employee's regular salary or hourly rate just like PTO.

6. If employees only want to float in their home entity or department, are they still eligible for ESP?

Employees must be available to float beyond their current entity, department and shift as needed. While we will try to keep assignments within employees' home and neighboring counties, we may need their support for work at any of our facilities. Employees may be asked to perform different functions than their normal role but will be paid at their current rate for any work in another department or entity.

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- 7. If an employee is not available when called into work or for an assignment determined by the Staffing Labor Pool (SLP), does he or she forfeit ESP for the current pay period or just that day?**

Employees will need to use PTO for any day they are not available for work.

- 8. To use ESP, will the employee be on call for a shift of time? How will this shift be defined? It will be impossible to be on call 24 hours a day.**

Employees are expected to be readily available for their regularly scheduled shift to be eligible for ESP. If employees are being asked to work an alternate shift or on a day other than their normal schedule, a reasonable amount of time will be given to prepare for the new schedule. If an employee is unavailable for the new schedule, he or she must take PTO.

- 9. If hourly employees are scheduled 72 hours biweekly and their schedules have been reduced to less than 40 hours during a pay period, will they be paid ESP or PTO for the difference?**

ESP should be used to supplement worked hours up to regularly scheduled standard hours. Flexed staff is eligible for these payments. In this example, if an employee is available for redeployment, 32 hours of ESP would be paid.

- 10. Can employees decline certain assignments for medical reasons and still be eligible for ESP?**

Employees who require work accommodations or who are unable to work due to a personal medical condition should contact the Occupational Health Office.