

OVERVIEW

The following information addresses the pay practices to be applied when Emergency Pay Practices are activated for Texas Children's, typically during a Partial Activation or Full Activation of a declared emergency.

After an Alert Activation, the Executive responsible for the affected Texas Children's entity(ies) and Executive HR Leadership will decide and announce the specific time for when and if the Emergency Pay Practices are activated. Emergency Pay Practices activation will override any existing and active special pay programs (i.e. Exempt Extra Shift, On-Call Pay, Facility Closure Pay, etc.), with the exception of shift differentials, charge pay, and SCCP.

All decisions are coordinated with Human Resources and Payroll prior to communication to Texas Children's staff.

IMPORTANT NOTES:

- Leaders should reinforce employees clocking in and out via time clocks located throughout the facilities to ensure that time is tracked and paid accurately.
- Labor Pool:
 - During a **Full** Emergency Activation, the **Labor Pool (CC5010)** will be eligible to receive shift differentials in addition to \$5.00 per hour Emergency Pay.
 - During a **Partial** Emergency Activation, the **Labor Pool (CC5010)** will not be eligible to receive shift differentials and will only receive the \$5.00 per hour Emergency Pay.
- Emergency Pay practices only apply to employees who are working onsite, at a hospital location. Emergency Pay practices do not apply to employees who are working remotely, or employees who work at TCP, TCU, the Health Plan, or other non-hospital locations.
 - In order to ensure those who are working remotely do not receive Emergency Pay, leaders must ensure that the ATK Telecommute code is applied to their employees' timecards.
- During a Full or Partial Emergency Activation, Emergency Pay and shift differentials will not apply to employees who are working remotely, or employees who work at TCP, TCU, the Health Plan, or other non-hospital locations.

PAY PRACTICES

1. Pay for Time Worked:

- Non-exempt employees will be paid \$5.00 per hour Emergency Pay in addition to their regular pay and overtime, if applicable, when engaged in work onsite, at a hospital location. Emergency Pay is in addition to applicable shift differentials, regardless of departmental shift eligibility designation.
 - The Labor Pool (CC5010) is eligible for the \$5.00 per hour Emergency Pay throughout a Full or Partial Emergency Activation but is only eligible for Shift Differential Pay during a **Full** Emergency Activation.
 - During a Full or Partial Emergency Activation, shift differentials will not apply to employees who are working remotely, or employees who work at TCP, TCU, the Health Plan, or other non-hospital locations. Those who are eligible for shift differentials will be paid according to the [Differential Policy](#).
- Exempt employees will receive their normal pay. No additional timekeeping adjustments are required.

2. Pay for Off-Shifts:

- Non-exempt employees who are required to stay at the facility during their time-off shift will be paid at their regular hourly rate for this time with overtime being calculated in accordance with FLSA guidelines (over 40 hours in the pay week). No Emergency Pay or shift differentials will be paid during Off-Shifts.
- Exempt employees will receive their normal pay. No additional timekeeping adjustments are required.

3. Timekeeping and Occurrences

- Non-exempt and Exempt employees who do not report to work as scheduled due to the inclement weather, will be paid from their PTO bank using the "PTO." pay code. As a result, employees will be eligible to use EIB COVID rollover accruals or receive COVID Continuity Pay if they are out of PTO accruals and unable to make up missed time in the same workweek.
- Exempt employees who work any part of a day will be paid for the full day/shift, however Exempt employees who are told to stay home will need to use PTO (pay code = PTO.). Time off will only be charged in periods of whole day/shift increments for Exempt employees. **If an Exempt employee is out of PTO accruals, please contact [HR Compensation](#) for guidance.**
- Reference the [Time Off Policy](#) for additional information.

4. Pay for employees who have approved exemptions from Emergency Preparedness team assignments:

- Employees who have approved exemptions from Emergency Preparedness team assignments (i.e., prep, ride out or relief teams) will be paid based on normal time off practices, outlined in the [Time Off Policy](#) and the [COVID Timekeeping Guidance Chart](#). An approved exemption from an Emergency Preparedness team assignments does not qualify for COVID Continuity Pay.

5. Emergency pay practices activation do not apply to:

- Employees who have scheduled PTO and are not called in to work.
- Employees using EIB
- Employees on an approved Leave of Absence
- Employees who are not scheduled to work

6. Exceptions

Exceptions to these pay practices must be approved by the Executive responsible for the affected Texas Children's entity(ies) and Executive HR Leadership. In the event of a longer than expected disaster, these pay practices are subject to change.

7. FAQs

For more information on Emergency Pay, please reference the [Frequently Asked Questions](#).