



521 4th Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

Incentive Pay during Emergency or Extraordinary Circumstances

6035

PURPOSE:

It is the nature of Bullhook Community Health Center's (BCHC) business that some employees must perform hazardous duties or perform their job during emergency situations.

POLICY:

It is the policy of Bullhook Community Health Center (BCHC) to provide additional compensation in the form of incentive/hazard pay to employees as deemed appropriate under unexpected or extraordinary circumstances. The decision to award hazard pay will be made at the discretion of the Chief Executive Officer (CEO) based on BCHC's financial resources, facts and circumstances at the time. Furthermore, even if an emergency situation exists, the CEO may choose not to authorize incentive pay. When awarded, incentive pay will be subject to all regular tax and payroll withholdings.

An emergency situation will be determined by the CEO, but could be due to (below list is not exhausted):

- Catastrophic weather situation
- Pandemic
- Chemical spill
- Flood
- Power Outage

While emergency situations may be declared by federal, state and/or local governments, there can be circumstances when the emergency is specific to BCHC and/or its local geographic area, such as an extended power outage.

Generally, the amount of incentive pay will be the same for employees who perform work at locations where the risk is the same or substantially similar, and who perform the work over the same time period. The amount of incentive pay may vary among employees whose risks while performing work during the emergency are different; and among employees who work different time periods. Notwithstanding the foregoing general guidelines, the CEO, at his or her discretion, may take into account contributions by individual employees during an emergency situation and vary an individual's incentive pay accordingly.

ELIGIBILITY:

All full- and part-time employees are eligible to receive incentive/hazard pay during a deemed emergency, unexpected or extraordinary circumstance.

DOCUMENTATION/MONITORING:

The Department of Labor provides the following guidance in regard to hazard pay on their website (<https://www.dol.gov/general/topic/wages/hazardpay>):

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship. The Fair Labor Standards Act (FLSA) does not address the subject of hazard pay, except to require that it be included as part of a federal employee's regular rate of pay in computing the employee's overtime pay.

BCHC is committed to ensuring all salaries and wage payments made to employees (including hazard and premium pay) are done so in a manner that is in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards (UGG) located at 2 CFR Part 200 (as implemented by the Department of Health and Human Services (DHHS) at 45 CFR 75, state and local statutes and executive orders as applicable) including OMB memoranda's M-20-11 and M-20-17.

The Health Center will retain required records to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services.

The compensation policies of BCHC in no way align with the level of federal funding provided to support the CHC or other federal policy.



CHIEF EXECUTIVE OFFICER

DATE 6/8/2020



CHAIR, BOARD OF DIRECTORS

DATE 6/8/2020

Date first adopted	06/08/2020
Date revised/QI	
New date adopted/Board	