

Employee Compensation and Benefits During State of Emergency

SOE Class	Definition	Work Requirements	Pay During SOE
SOE Class 1	Employee is isolated	The employee will have no work requirement during the isolation period.	Paid regular rate of pay during the isolation period.
SOE Class 2	Employee is quarantined	During the quarantine period, the employee shall work as directed by the appointing authority.	Paid regular rate of pay during the quarantine period.
SOE Class 3	Employee is in a high-risk group	The employee is required to work in the ordinary course of business except as authorized by the appointing authority. The employee has the sole discretion to decide whether to work from home or to work in the ordinary course of business. If the employee decides to work from home, the employee must perform work as directed by the appointing authority. If the employee decides to work from home but it is not possible for the employee to perform job duties from home, the appointing authority may assign the employee other job duties that can be performed from the employee's home.	Paid regular rate of pay while complying with work requirements.
SOE Class 4	Employee is (a) a parent or legal guardian of a dependent in the employee's custody, (b) the dependent is isolated or quarantined outside of the employee's household, and (c) the employee is actively providing the dependent	The employee is required to work in the ordinary course of business except as authorized by the appointing authority. The employee's appointing authority shall authorize the employee time off to provide supportive services to the extent reasonably necessary.	Paid regular rate of pay while complying with work requirements.

	supportive services relating to COVID-19		
SOE Class 5	Employee is (a) a parent or legal guardian of a dependent, (b) the dependent's school or daycare is closed in connection with COVID-19, and (c) the dependent is in the parent or legal guardian's physical custody	The employee is required to work in the ordinary course of business except as authorized by the appointing authority. The employee's appointing authority shall authorize the employee to work from home to the extent reasonably possible.	Paid regular rate of pay while complying with work requirements.
SOE Class 6	Employee who is a household member of a person who is in a high-risk group	The employee is required to work in the ordinary course of business except as authorized by the appointing authority. The employee's appointing authority shall authorize the employee to work from home to the extent reasonably possible and, if the employee decides to work from home but it is not possible for the employee to perform job duties from home, the appointing authority may assign the employee other job duties that can be performed from the employee's home.	Paid regular rate of pay while complying with work requirements.
SOE Class 7	Employee who is a non-household family member of a person who is isolated or quarantined and the employee is actively providing supportive services relating to COVID-19	The employee is required to work in the ordinary course of business except as authorized by the appointing authority. The employee's appointing authority shall authorize the employee time off to provide supportive services to the extent reasonably necessary.	Paid regular rate of pay while complying with work requirements.

SOE Class 8	Employee who is a non-household family member of a person who is in a high-risk group and the employee is actively providing supportive services relating to COVID-19	The employee is required to work in the ordinary course of business except as authorized by the appointing authority. The employee's appointing authority shall authorize the employee time off to provide supportive services to the extent reasonably necessary.	Paid regular rate of pay while complying with work requirements.
SOE Class 9	Employee does not fit into SOE Classes 1 through 8	The employee is required to work in the ordinary course of business except as authorized by the appointing authority.	Paid regular rate of pay while complying with work requirements.
SOE Class 10	Employees who are defined as essential employees under an executive order	The employee is required to work in the ordinary course of business except as authorized by the appointing authority.	Paid regular rate of pay while complying with work requirements.

Clarifications:

- What is isolation? “Isolation” and “isolated” mean the separation of a Positive Person or of a Person Under Investigation from any other person. A person who is infected with COVID-19 is required to be isolated. Refer to other restrictions and guidance as set forth in St. Louis County Department of Public Health 2019 Novel Coronavirus (“COVID-19”) Quarantine and Isolation Order.
- What is quarantine? “Quarantine” means the restriction of movement and separation of a person or group of people reasonably believed to have been exposed to COVID-19 but who is not symptomatic from people who have not been exposed to COVID-19. Refer to other restrictions and guidance as set forth in St. Louis County Department of Public Health 2019 Novel Coronavirus (“COVID-19”) Quarantine and Isolation Order.
- What is a high risk group? “High risk groups” means a person who is any one of the following: (a) over sixty years of age; (b) has a health condition such as heart disease, lung disease, or diabetes; (c) has a weakened immune system; or (d) is pregnant. This term is subject to change.
- If an employee falls into more than one classification, the employee may choose their own classification.
- There will be no impact to PTO, Sick/Vacation or health insurance for any SOE class of employee who complies with work requirements and therefore remains in Paid Status.
- Paid family leave policy applies as normal.
- If required to work from home, usual telecommuting policies prohibiting the care of dependents are waived.
- While working from home, the employee must remain in regular contact with their supervisor as directed by the appointing authority.
- Employees may be asked to perform duties that are not currently part of their job.

- Employee should provide as much advance notice to their supervisor as possible.
- No supervisor shall require a note from a doctor for COVID-19 related leave.
- No FMLA paperwork will be required for FMLA-qualifying leave that also qualifies as a COVID-19 related absence.