

Request for COVID Supplemental Pay for SEIU Unit Members

Employee Name (please print) _____ Employee ID# _____

Worksite _____ Job Title _____

Qualification Requirements:

SEIU Unit members who reported to MCPS work sites for part or all of their work time during the period between October 15, 2020, and February 28, 2021, are eligible for COVID Supplemental Pay. In order to receive this supplemental pay, this form must be completed, signed by the employee, and submitted to the supervisor by **April 30, 2021**.

- A. Approved 10-month and 12-month SEIU bargaining unit members working in designated public-facing assignments (e.g. Food distribution; Chromebook distribution; and student materials distribution) or selected work environments where CDC recommended physical distancing cannot always be implemented (e.g. food production, some major construction sites) will receive a COVID-19 pay differential of 50% per hour for the hours worked performing the public-facing work or work in non-physically distanced work environments.

Complete all sections of this form that apply to you:

1. Public-facing means coming in close contact (6 feet or less) with non-MCPS individuals in the course of the work assignment for periods of 15 minutes or more at a time.

I certify that I worked in such public-facing work for the dates and hours listed here:

____ See attached documentation (check here if you are attaching additional documentation)

Date	Hours Worked	Date	Hours Worked
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____

2. The impacted work environments are work situations where recommended physical distancing between individuals is not possible because of the nature of the work or the layout of the work area.

I certify that I worked in such impacted environment work for the dates and hours listed here:

____ See attached documentation (check here if you are attaching additional documentation)

Date	Hours Worked	Date	Hours Worked
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____

B. **Except for the time compensated under paragraph Part A**, employees asked or required to work on-site at MCPS work sites will receive a one-time payment based on the following scale of total hours so worked during the designated period of time:

1. 20 - 40 hours -- \$100
2. 41 - 80 hours -- \$200
3. 81 - 140 hours -- \$300
4. 141 - 200 hours -- \$400
5. Over 200 hours -- \$500

I certify that I worked on-site, **not including the time listed in Part A**, for the necessary number of hours between **October 15, 2020, and February 28, 2021**, to receive the following payment:

- _____ 1. \$100.00
- _____ 2. \$200.00
- _____ 3. \$300.00
- _____ 4. \$400.00
- _____ 5. \$500.00

Employee Name (please print) _____

Employee ID# _____

Employee Signature: _____

Date _____

Supervisor Signature: _____

Date _____

Request Process:

1. Employees seeking supplemental pay must complete this form indicating the number of hours worked in each of the above-described situations during the identified period of time. Known documentation may be provided or referenced. It is recognized that in some situations, documentation may not be available. In any event, the employee will complete the form and submit it to their immediate supervisor for verification signature no later than **April 30, 2021**.
2. The immediate supervisor will approve and sign the form and return a copy to the employee within **three (3) duty days of receipt**.
3. If there is not agreement between the employee and the supervisor, the employee may file an appeal to the Office of Employee Engagement and Labor Relations (OEELR) within **3 duty days**. Send appeals requests to [Carrie d booth@mcpsmd.org](mailto:Carrie_d_booth@mcpsmd.org).
4. OEELR will collaborate with a designated SEIU representative to review such appeals and resolve them. Any appeals must be processed and resolved by **May 14, 2021**. Payment of the supplemental pay will be in the **June 18, 2021, paycheck**.