



To: All staff  
 From: Jim Zache, CEO  
 Subject: COVID-19 #14  
 Date: May 29, 2020

### Temporary Extra Hourly Adjustment Come to An End

CCLS did apply and received money from the federal government's Payroll Protection Program (PPP). That program is coming to an end. We have distributed money to those of you who work directly with our clients or the public, putting yourselves **on the front line**. We created a separate check and deposited that into your account on 5/8 and 5/22. Reminder: there are just two checks left on 6/5 and 6/12.

### Reminder of Your Pay Dates in June

Below is a calendar of your paycheck dates in June. In order to satisfy the government's Payroll Protection Program (PPP) we must distribute your "temporary extra hourly amount" by 6/12. To do this you will be paid for four weeks, with two paychecks on back-to-back Fridays. (See below). If you have questions, please discuss it with your supervisor.

There are special NOVAtime timecard deadlines for you to submit and for your supervisor to approve for these pay periods. You will receive a reminder from the Payroll Department.

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Important Information:

#### Regular Pay Day

May 8, May 22, June 5, July 3

#### Special Pay Day

June 12 – This is an early paycheck that replaces your June 19 pay date

#### Direct Care Stipends Paid

June 19 – Stipends paid only to qualified Direct Care Workers – NO regular paycheck

### Direct Care Workers Stipends

In the above calendar, you'll saw a Direct Care Worker Payment on 6/19. This is a program administered and funded by the state of Wisconsin. The idea is to get more money to the state's Direct Care Workers. The 6/12 payment will be for Direct Care Staff is for hours worked in July, August, and September of 2019. Your

payments will be based on the number of hours you worked and the payer source of your clients (My Choice, Inclusa, etc. etc.).

Here's the State of Wisconsin's Direct Care Worker stipend schedule. You can see below the schedule of stipends has changed. You will still receive a stipend for every month you continue to work with CCLS, but they are scheduled over fewer payments.

- July 2020 (specifics in the next Update)
- December of 2020 OR January of 2021.
- July 2021.

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## **PTO and COVID**

As of the start of the 6/7/2020 pay period we are lifting the freeze on granting PTO requests. We had the moratorium in place for multiple reasons. We wanted as few staff as possible to rotate through the programs. With staffing back-filling for PTO, it would have created more opportunities for exposure to our clients. You would not have received the temporary extra per hour amount while on PTO.

As we reported in a prior UPDATE due to the COVID-19 pandemic, we modified the Cash-Out policy for this quarter. Right now, you can cash-out your earned PTO hours, up to 32 hours, at 100%. Submit the [PTO Cash Out form](#) by 6/15/2020. Your PTO hours will be paid out on your 7/3/2020 paycheck. As of 6/7/2020, we will return to the original Paid Time Off policy that allows eligible employees to cash out their PTO hours for 50% cash, each quarter. Please refer to the [Paid Time Off policy](#) for details.

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## **PTO Maximum Accrual**

Also noted in the prior UPDATE, we temporarily lifted the maximum PTO accrual levels which would have frozen the accrual of hours once you reached the maximum accrual as outlined in the Paid Time Off policy. This notice is informing you that we will continue with this practice until 9/27/2020. On that date, the maximum PTO accrual will revert back to the levels outlined in the Paid Time Off policy. If your PTO balance is at or above the maximum level on 9/27/2020, you will not accrue PTO hours until your balance is reduced. Here are a couple of suggestions to reduce your PTO balance:

- Starting 6/7/2020, plan to request time off to reduce your PTO balance.
- As mentioned above, if eligible, you can submit a PTO Cash Out form by 6/15/2020 to reduce your PTO up to 32 hours.
- If eligible, you can submit a PTO Cash Out form by 9/15/2020 to reduce your PTO up to 32 hours (this cash out will be paid at 50% on 10.9.2020 as outlined in the Paid Time Off policy).