



Overtime

Amended by the Board of Trustees on March 26, 2020: In the event that a Guild residence is ordered to isolate due to a presumptive or confirmed case of COVID-19, qualified Guild staff may be asked to work extended hours to support the individuals served and limit the spread of COVID-19 infection. Therefore, employees who accept such an assignment will be isolated in the residence 24/7 for one week at a time with one week renewals offered as needed by The Guild and as accepted by employees.

Hourly employees providing COVID-19 isolation services will be paid at \$2 more than their regular hourly wage for the first forty (40) hours worked; all additional hours worked, including sleeping hours, will be paid at 1.5 times the increased wage to be paid through normal payroll processes, i.e. every second week.

Salaried employees who accept such an assignment providing COVID-19 isolation services will be isolated in the residence 24/7 for one week at a time. They will be compensated with their regular salary as well as a \$3,000 weekly bonus to be paid through normal payroll processes, i.e. every second week.

Intersession

Amended by the Board of Trustees on March 26, 2020: Due to the COVID-19 pandemic, The Guild School will provide instruction during the spring intersession break. All qualified Guild employees--including day, adult residential, youth residential, and administrative employees--will be given five floating holidays to be used in lieu of the intersession holiday. These floating holidays will expire upon use or by June 30, 2021, whichever comes first. Use of floating holidays must be requested and approved through normal supervisory channels. Floating holidays are not vacation, do not constitute wages, and will not be paid out upon termination of employment.



COVID-19 Leave

Amended by the Board of Trustees on March 31, 2020: Due to the COVID-19 pandemic, The Guild will guarantee 80 hours of paid leave to any qualified, full-time employee who has been advised by a licensed medical professional to quarantine, isolate or otherwise remain out of work due to a presumptive case of or exposure to COVID-19 infection or because the employee is demonstrating symptoms associated with COVID-19. Employees must exhaust all paid personal leave before accessing COVID-specific paid leave, including paid time off and floating holidays. Employees accessing COVID-specific paid leave may be requested to provide documentation by a licensed medical professional, including diagnosis and medical order for isolation.

Part-time employees may be entitled to COVID-specific paid leave on a pro-rata basis. Most workers in Massachusetts have the right to earn and use up to 40 hours of job-protected sick time per year to take care of themselves and certain family members. Workers must earn at least one hour of earned sick leave for every 30 hours worked. In the event that a part-time employee is out of work for COVID related illness as described above, The Guild will provide a sick time bank that can be utilized by part-time employees. The Guild will match the employees accrued Mass Sick time up to 40 hours if all other paid personal leave is exhausted, including floating holidays.

COVID-specific paid leave does not constitute wages and will not be paid out upon termination of employment.