

Iowa Department of Human Services
Incentive/Hazard Pay

When to Pay?

- ◆ Staffing shortages due to COVID-19 positive cases to address a shortage.
- ◆ The incentive pay is only available to staff working in the unit with COVID-19 positive patients or those voluntarily picking up additional shifts, and non-CMHI DHS staff who volunteer to cover shifts.
- ◆ Accrual of incentive pay is effective for the pay period starting November 27, 2020 and ends when the DHS Director determines a staff shortage due to COVID-19 positive cases no longer exists.
- ◆ For more detailed information please see attached waiver.

How to Pay?

- ◆ Pay workers the following rate per shifts:
 - Rates:
4 hours=\$50.00
8 hours=\$100.00
10 hours=\$125.00
- ◆ Pay out on a bi-weekly basis
 - Steps:
 1. Obtain staffing from managers
 2. Complete spreadsheet provided by DAS for One-Time Payments
 - Column C: 5-digit employee ID
 - Column M: total dollar amount owed to employee for all shifts eligible for incentive pay for the pay period
 3. Email spreadsheet to Elise Mullen.