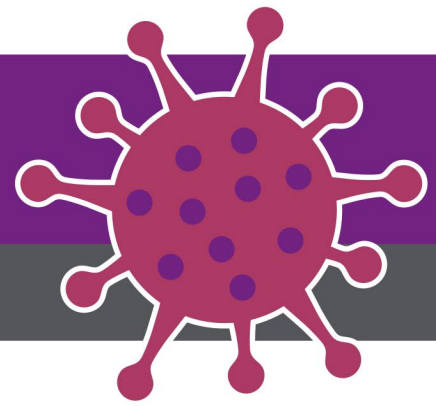


CORONAVIRUS DISEASE 2019 (COVID-19)

FAQs for Redeployed Staff



Audience: Managers of redeployed colleagues

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This FAQ is for managers of COVID-19 colleagues redeployed to another RHM or redeployment to a different ministry in excess of 50 miles from their home ministry

Travel Pay

Will we pay colleagues for time spent traveling for any COVID 19 Redeployment to another RHM, or to a location that is 50 miles or more from their regular work location?

Yes, in accordance with federal wage and hour law, travel that requires non-exempt colleagues to be away from home over 50 miles from their regular work location or requiring overnight stay is compensable only if it cuts across the colleague's regular scheduled work time. However, in order to be as fair as possible and to prevent an additional tracking burden on our managers, and to comply with all applicable state wage and hour laws, we will pay non-exempt colleagues for travel time to and from their COVID-19 relocation destination if it is more than 50 miles from their primary work location.

Car Travel in excess of 50 miles from the primary work location

- Non-exempt colleagues will be paid during travel from the time they leave their home to the time they arrive at the redeployment location (including reasonable stops depending on distance), and the same for the return home.
- All colleagues should follow the [Travel and Business Expense Reimbursement Procedure](#) for mileage and reimbursement guidelines.

Air Travel

- Non-exempt colleagues who are traveling by air will be paid for up to two hours prior to the scheduled departure of their flight, for the duration of the flight and for a reasonable time to get from the destination airport to their hotel. If their flight is delayed, this will also cover the additional time waiting for the flight to depart and/or arrive.
- All colleagues should book all air travel, accommodations and transportation through the [Trinity Health Travel Hub](#) and follow the [Travel and Business Expense Reimbursement Procedure](#).

What if I have a colleague and they must travel to a different city for COVID-19 redeployment, but it is close enough that they don't have to spend the night? Can they travel back home the same day?

Exempt Colleagues

Exempt colleagues may travel to a different city for COVID-19 redeployment and return home the same day. Exempt colleagues are not compensated for travel time, as it falls under normal salary. Mileage and expenses should follow the Travel and Business Expense Reimbursement Procedure.

Non-Exempt Colleagues

Non-exempt colleagues may travel to a different city for COVID-19 Redeployment and return home the same day. All travel time to and from the redeployment destination is compensable, regardless of regular work hours. Please remember, however, the mileage they normally incur traveling to and from work should be deducted from the mileage they incur traveling to and from the COVID-19 redeployment destination.

How do colleagues log time or "clock in" while traveling?

Exempt Colleagues

Exempt colleagues should log their time according to their normal process.

Non-Exempt Colleagues

Non-exempt colleagues should punch in using their ministry's local number. They will need their colleague number and follow the remote punch-in process for your ministry. Travel time should be charged to the COVID-19 department.

How will travel and compensation approval occur?

Managers should review and approve the travel hours and reimbursements submitted to ensure the time seems accurate/appropriate and that all expenses are consistent with the travel reimbursement policy. Managers are responsible for ensuring good stewardship of resources. Due to social distancing requirements, scanned expense reports can be sent to you for manager approval and sign off, and you may scan and route to your respective payroll teams for processing.

COVID-19 Redeployment Shift Pay

Will we compensate colleagues for COVID-19 redeployment shift pay?

Compensation, or pay, of colleagues for COVID-19 Redeployment shifts depends upon the colleagues' employment classifications.

Exempt Colleagues

Exempt colleagues will not receive additional compensation for COVID 19 redeployment. Exempt colleagues should manage work accordingly to be present at required redeployment shifts.

Non-Exempt Colleagues

Non-exempt colleagues will be paid for COVID-19 redeployments to another RHM or to a different ministry in excess of 50 miles from your normal work location. If redeployment puts the colleague into overtime eligibility, overtime will be paid according to policy, the Fair Labor Standards Act, and Collective Bargaining Agreement, if applicable.

What cost center is charged for COVID-19 redeployment shifts?

You should use the COVID-19 Cost center (81205) for all redeployment costs of labor or travel related expense.

Exempt colleague COVID-19 redeployment will remain in their home cost center.

All **non-exempt** redeployment costs for COVID-19 including travel and worked hours will be charged to the COVID-19 cost center (81205)

Travel Policy Highlights*

Do we provide reimbursement for baggage fees?

Reasonable airline baggage fees for extended overnight trips and excess baggage charges are reimbursable. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Can colleagues be reimbursed for tips or gratuities?

Yes. Tips must be itemized on the expense report and will be reimbursed up to the amounts listed below regardless of actual gratuity dollar amount given. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Baggage service: limit \$1.00 per bag

Housekeeping service: limit \$2.00 per day

Hotel shuttle: limit \$1 per person for trips under 15 miles one-way, \$2 per person for trips over 15 miles one-way

Taxi and all other ride-share or ground transportation: limit 10% - 20% per ride

Wait staff: limit 15%-20% per meal

What should colleagues use for ground transportation?

Colleagues should use the least expensive mode of transportation. Rental cars should be booked through the Trinity Health Travel Hub. In some instances, colleagues should use taxis, shuttles or rideshares (Lyft is the preference for Trinity Health). For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Is airport parking allowed for out-of-town travel?

Yes. Long-term parking is preferred and parking fees are reimbursable for company business. Colleagues who elect to use short-term parking or valet will be reimbursed up to the long-term parking rate. If it is less expensive to take a taxi, shuttle or rideshare (Lyft) to and from the airport, colleagues are encouraged to use that option. (i.e. traveling for an entire week). For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

What is the standard mileage reimbursement if a colleague uses their own car for travel to and from redeployment locations?

Business miles are defined as miles driven to and from redeployment sites, airport, and/or other business destinations required in the performance of colleague's business responsibilities excluding normal round-trip commute miles between home and their primary office location. Commuting mileage must be deducted regardless of whether the colleague went to their primary office and will not be reimbursed. Mileage reimbursement is calculated at the published IRS rate per mile, or lesser amount if locally defined. To calculate reimbursable miles, track and record total miles for the trip. Then, subtract normal daily total commuting miles multiplied by the days you are away. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

For COVID-19 Redeployments to another RHM, does the weekly stipend cover meals?

For redeployment to another RHM Trinity Health has established the weekly stipend of \$175 for each week to cover the costs of meals and other food incidentals in lieu of the normal travel and expense reimbursement procedure so that colleagues will not need to submit both with accumulations of detailed expense reporting. This stipend is to cover daily meals (breakfast, lunch and dinner) as well as snacks and beverages purchased. Most hotels provide for breakfast included in the stay. This only applies when a colleague is redeployed to another RHM.

If a colleague is redeployed to a different ministry within your RHM in excess of 50 miles from their normal work location the travel and business expense reimbursement procedure applies for meals, and all detailed meal receipts must be submitted. Please consult the [Travel and Business Expense Reimbursement Procedure](#) Appendix B.

Meal expenses for same day local travel are not reimbursable. Colleagues who travel by for same-day business trips are entitled to reasonable meal reimbursement while actively traveling and/or working on business assignment (generally one meal). Business travel ends when the traveler returns to their personal vehicle after the flight lands.

Is alcohol reimbursable during travel?

No. alcohol will not be reimbursed. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Travel - Laundry

If a colleague is redeployed out of town for an extended period can they charge laundry?

Although the Trinity Health Travel and Business Expense Reimbursement Procedure does not provide for reimbursement of laundry or dry-cleaning services, exceptions may be granted for extended travel.

Trinity Health will reimburse COVID-19 redeployed colleagues for laundry services incurred as follows:

- Any colleague that is out-of-town in excess of seven (7) nights will be allowed reasonable reimbursement of laundry.
- The colleague should make reasonable efforts to utilize self-service laundry at the hotels, if available. In these instances, they must retain receipts if available, or if receipts are not available, they can still submit amounts for reimbursement.
- Reasonable charges for laundry services provided by hotel or dry cleaners will be reimbursed with a detailed receipt of items processed.

What are some expenses that are not reimbursable?

The following are some examples of items that do not qualify for reimbursement under the travel policy.

A more complete list can be found in the [Travel and Business Expense Reimbursement Procedure](#). Appendix C.

- Cell phones and electronic accessories
- Daily commute miles (travel between home and office)
- EasyPass Device Rentals
- Gasoline for personal vehicles
- GPS (global positioning devices)
- Haircuts, manicures, shoes shines, massages
- Health clubs/other club charges
- In-room movies
- Laundry/dry cleaning (see separate FAQ)
- Magazines or other personal reading material
- Replacement of personal funds/property due to lost luggage
- Toiletries
- Towing of personal vehicles
- Traffic tickets or other vehicle citations
- Travel upgrades/traveler status upgrades
- Vending machine purchases

*For complete travel policy information, please view the [Travel and Business Expense Reimbursement Procedure](#).