



7/31/20

Team:

We are extending the employee incentive program through August 16. We recognize the challenges those of you who are on the front line and next-to-the-front line continue to face at work and at home during this coronavirus pandemic, and we are committed to supporting you.

All front line and next-front line team members who report for each of their scheduled shifts in a work week will be paid an additional \$200 per week (before taxes) through August 16.

No one knows how long our community will continue to be impacted by COVID-19, so we are working to ensure that we have the resiliency to withstand the challenges ahead. Even after the threat of the coronavirus decreases, the financial impact will be felt for a long time. This means we must closely monitor our financial expenditures, as well as ensure our team is healthy, rested, and prepared to continue to keep our region moving.

For Metro Transit to sustain the incentive program, we will be making some modifications to the overall program.

1. The incentive will continue to be offered to those previously identified job classes/positions of the front line and next-to-front line team members beyond August 16, 2020.
2. Beginning **August 17 through at least August 30**, all front line and next-front line team members who report for each of their scheduled shifts within their scheduled work week:
 - Will be paid an additional \$100 per week (before taxes)
 - Employees must work your regular scheduled shift
 - **Employees may have pre-approved excused paid absences within the work week and still be eligible**, and those include:
 - i. Vacation (including single day vacation use with proper authorization)
 - ii. Funeral/Bereavement Leave
 - iii. Court Subpoena wherein employee is acting on behalf of the Agency
 - iv. Scheduled Personal Paid Leave (PPL-CAR only)
 - v. Approved Agency Business
 - vi. Holiday Leave/Pay
 - vii. Birthday Leave

We are in this together. We must all remain vigilant in our efforts to reduce the spread of COVID-19 on and off duty. I want to assure you we are closely monitoring our risks and responses, and will adjust our strategies as the situation dictates.

Thank You.

A handwritten signature in cursive script that reads 'Jessica Mefford-Miller'.

Jessica Mefford-Miller
Executive Director, Metro Transit