

COVID-19 BUSINESS SUPPORTS HUB

Managing HR Employment and Payments during COVID-19

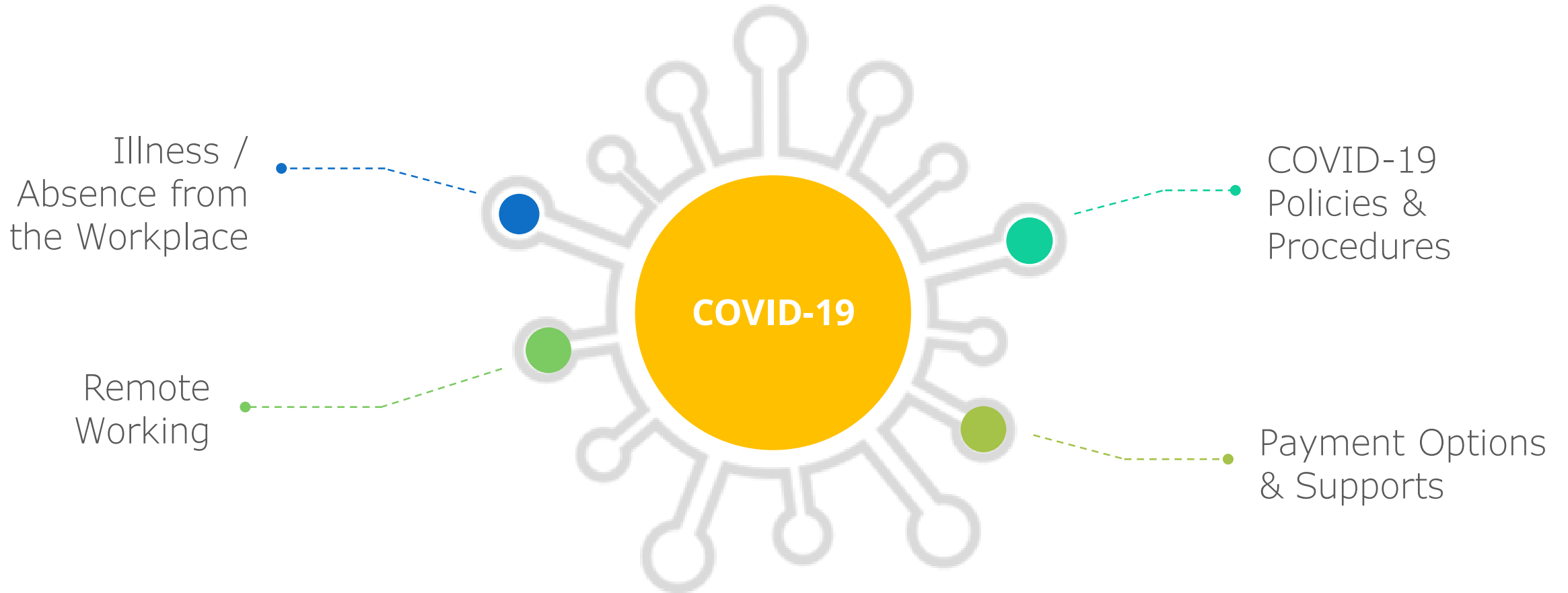
*Responding to questions from
Industry on Coronavirus (COVID-19)*

Key Topics

- Recap
- Illness / Absence in the Workplace
- Policies & Practices for COVID-19
- Short-time / Lay-off / Redundancy
- Payment Options & Supports
- Remote Working Considerations
- Live Q&A



RECAP



Policies & Practices for COVID-19

Social
Distancing

Team A,
Team B

Hygiene
Practices

Remote
Working

Company
Absence Policy

Company Sick
Pay Scheme

Vulnerable
People At
Work

Vulnerable
People At
Home

Feeling Ill In
The Workplace

Unauthorised
Absence



Staffing Options for Employers

Short-time

- Occurs if you don't have full-time work for staff
- Need to reduce hours to less than half or less than 3 days
- Available to facilitate job-sharing or reduced working hours for employees while still maintaining cover for key areas

Lay-off

- Requires you to have no work available for a specific period of time
- E.g. at the moment you may not have work for the next 2 weeks and will reassess the situation then

Redundancy

- Occurs when you have no work for the employee for the foreseeable future
- The position no longer exists
- Employee option to activate from lay-off paused until 21st May 2020

Payment Options & Supports

Short-term Work Support

- Reduce hours or days
- Periods of temporary difficulty without permanent layoffs
- Form of Jobseeker's Benefit - income support payment (under 66) when temporarily placed on shorter working week
- Payment made in respect of regular salary for days they are no longer working - must work 3 or less days per week
- Must be full time and meet PRSI payment criteria to apply

COVID-19 Pandemic Unemployment Payment (CPUP)

- Available where
 - a) Unable to provide work, or
 - b) Cessation is not permanent - provides employee with notice
- For employers unable to continue to pay them (e.g. in layoff situation)
- Available to employees and self-employed - lost employment due to COVID-19
- €350 per week for up to 12 weeks.

Wage Subsidy Scheme

- Available to all sectors
- To qualify employers must:
 - a) Economic disruption
 - b) Min 25% decline in turnover
 - c) Can't pay wages / outgoings
 - d) Retain employees on payroll.
- On payroll as at 29th Feb 2020, and payroll submission made to Revenue in period from 1st Feb 2020 to 15th Mar 2020
- Employee must sign off other supports to avail of this so no duplicate supports (e.g. Pandemic Unemployment Payment) from the DEASP.

Illness Benefit for COVID-19 Absences

- €350 vs €203 (normal illness benefit)
- Self isolating (2 weeks)
- Diagnosed with COVID-19 (max 10 weeks)
- Contacted by HSE through contract tracing (2 weeks)
- Returning from travel (2 weeks)
- Has to be certified
- Paper application for Illness Benefit (Form IB1)

Remote Working Considerations

- 1 Remote Working Checklist? Feasibility
- 2 Remote Working Policy?
- 3 Virtual Communication
- 4 Daily Virtual Huddles
- 5 Online Diary
- 6 Virtual Open Door (Management)
- 7 Data Protection
- 8 Top Tips For Managers
- 9 Top Tips For Employees



What do I do now?

- 01** Keep up to date on any new legislation via the COVID-19 Business Supports page on www.failteireland.ie and www.gov.ie
- 02** Maintain Communication with Employees
- 03** Ensure you have policies in place to adhere to & give you guidance



MANAGING HR EMPLOYMENT AND PAYMENTS DURING COVID-19

Q & A



COVID-19 BUSINESS SUPPORTS HUB



For more details visit:

www.failteireland.ie

www.gov.ie

www.revenue.ie



Or email us at:

business.supports@failteireland.ie