




Licking/Knox Goodwill

Important Update – Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President 
Date: April 13, 2020
Subject: COVID-19 Emergency Compensation Response Program Extension

These are difficult times. With so much uncertainty, we would like to provide our employees with as much support and stability as possible. Therefore, the Licking/Knox Goodwill COVID-19 Emergency Compensation Response Program has been extended.

This program was implemented March 19, 2020. Since that time, we have provided continued benefits and paid time off to over 200 Goodwill staff. We hope that everyone who is employed by Licking/Knox Goodwill can rest assured that their jobs are safe and they will continue to receive a regular paycheck.

Any staff at an affected worksite will continue to be reassigned to an alternate location with a similar scope of work, pay, benefits, hours, and within reasonable drive time of their current worksite. Each situation will be evaluated on an individual basis. If an individual cannot be placed, Licking/Knox Goodwill will continue to provide them with benefits and pay up to May 31, 2020, or until their site reopens, whichever occurs first.

Eligibility:

- Be a staff member at a Goodwill worksite that has been temporarily closed due to the COVID-19 outbreak.
- Be in good standing with the organization.

Program:

- Staff will be temporarily reassigned to a similar worksite, if at all possible.
- Pay, benefits, and number of hours will remain the same as their original worksite. Compensation is based on a six-month average of hours worked.
- The reassignment will continue until their original worksite has reopened.
- Staff who choose not to accept a new, reasonable assignment, will be considered as resigning their position. Additionally, they will not be eligible for the Emergency Compensation Program.
- Staff who cannot be matched with an acceptable worksite will be placed on paid administrative leave up to May 31, 2020, or until their site reopens, whichever occurs first. Their compensation will be based on a six-month average pay.
- While on administrative leave, this disruption will not reduce earned paid time off, sick, or vacation hours. However, employees will not accrue additional hours during the period.

A special thanks is extended from our Board of Trustees to our essential staff who have continued working during the pandemic. Your dedication makes the Emergency Compensation Response Program possible. If we all stick together, we can accomplish our mission and become a stronger organization overall.

If you have any questions or concerns regarding this program, please call or text Cidra Poellnitz, Vice President of Human Resources at (220) 203-1012.