

COVID-19 Agency Salary Charging Rules if Unable to Work Remotely*

*Note about working remotely: This assumes that an individual is able to work, but cannot because the institution has directed employees/students to work remotely AND their regular work cannot be performed remotely AND no alternate award-specific work is available. If an individual is ill or on vacation, the institution's leave practices apply.

Federal Agency In a nutshell, can you charge salary for non-work? [YES NO ...]	Charge Salary if Unable to Work Remotely? Details of requirements.	Comments
LARGE FEDERAL AGENCIES		

Department of
N

Defense: All Components	salaries and benefits to currently active awards consistent with the recipients' policy of paying salaries (under	Limited to currently active awards for personnel who would normally be paid out of the award
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	<p>recipients will be expected to invoke or institute any and all reasonable mitigation actions and practices to lessen the cost to the government during the crisis period.</p> <p>See: Frequently Asked Questions for DOD Research Proposers and Awardees Impacted by the Novel Coronavirus (COVID)</p>	
<p>Department of Energy (DOE) [YES]</p>	<p>(from Attachment 2) Recipients are authorized to continue to charge salaries, stipends, and benefits to currently active DOE awards consistent with the recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal.</p> <p>(from Attachment 1) COs are responsible for discussing with the recipients their policies, collective bargaining unit agreements (if any), and other agreements with employees pertaining to paid leave, including weather and safety or equivalent leave related to COVID for employees that cannot telework. In such situations, communications should include, if there is a need and a legal basis, a requirement that certain employees remain in a ready state status with pay.</p> <p>See Attachments 1 and 2 of PF2020 COVID-19 Guidance for Financial Assistance Actions</p>	<p>See information from Attachment 1 relative to Contracting Officers' obligations relative to recipients and the potential need to provide policies.</p>

National Institutes of Health (NIH)
[YES]

	<p>maintain records and documentation to substantiate the cost, including reference to the recipients' salary policy. Concurrent with programs, recipients will need to assess the impact on their programmatic activities that were originally funded once normal activities resume as there is no guarantee of additional funding.</p> <p>See: General Funding and Grants Frequently Asked Questions</p>	<p>their FAQs). Stay tuned for more information.</p>
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Corporation for
National and
Community Service
[YES]

It may be allowable to continue to pay active/current Senior Corps grant-funded staff members their hourly pay or salaries under the grant. First, the Senior Corps

Administration
(HRSA)

[YES]

recipients may continue to charge salaries and benefits to currently active awards consistent with their organization's policy of paying salaries under unexpected or extraordinary circumstances) from all funding sources, federal and non

Recipients must, as required by 2 CFR 200.405, ensure that personnel costs charged to EPA grants are distributed in proportion to the benefits accruing to the EPA funded project. For example, if 100% of the employee's compensation has been charged to the EPA grant throughout the performance period then the recipient may continue to charge 100% of the employee's time to the grant even though project performance has been interrupted. For employees whose compensation is only partially charged to the EPA grant, the recipient must make a reasonable allocation based on actual charges for the employees compensation throughout the performance period. As required by 2 CFR 200.302 and 2 CFR 200.333,

See also section on Administrative Leave, including:
"However, it may not be necessary to use