

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 318</b>
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<b>Employee Pandemic Response Incentive Compensation</b>	<b>Effective: August 25, 2022</b>
	<b>Revised: May 25, 2023</b>
<b>APPROVED BY: HACAP Board of Directors</b>	

**Policy Statement:**

HACAP recognizes the importance of every employee in the agency's workforce and the essential role that they have in the delivery of high quality services to clients. The ability to pivot, be flexible, maintain compliance with regulations and meet the needs of our clients throughout this COVID-19 Pandemic time has challenged team members at every level. Every team member that is an active employee September 2, 2022 will receive a one-time Pandemic Response incentive payment of \$750.00 that will be disbursed with the first payroll following that date.

**Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.