

Admin Reg 7.6	COVID-19 ESSENTIAL WORKER STIPEND		
<u>Effective Date</u> 2/10/2022	<u>Applicable Law/Statute:</u> Department of Treasury, Federal Register, Coronavirus State, and Local Recovery Funds	<u>Source Doc/Dept:</u> HR	<u>Authorizing GB Pol/Reg.</u> March 17, 2020, Governing Board Resolution Granting Authority to Interim Chancellor to Respond to the COVID 19 Pandemic

- A. **PURPOSE.** To provide a stipend to essential workers who were dedicated to mitigating or responding to the COVID-19 public health emergency from March 16, 2020, through June 30, 2020, using the Fiscal Recovery Funds available through the Higher Education Emergency Relief Fund (HEERF).
- B. **APPLICABILITY.** Essential employees required by the institution to perform work duties in person and onsite (and at all times) in order to mitigate or directly respond to the COVID-19 public health emergency during the time period of March 16, 2020, through June 30, 2020.
- C. **POLICY.**
1. Introduction. The COVID-19 Essential Worker Stipend Program provides a stipend to all eligible employees. The program would provide a \$1,500.00 stipend to all full-time eligible employees and \$750 stipend to all part-time eligible employees. Employees are provided this stipend for serving as “essential workers” from March 16, 2020, through June 30, 2020.
  2. Entitlement to the Stipend. MCCCCD shall provide each eligible essential worker with a one-time stipend. Essential workers must meet the conditions of an essential worker as defined below to be eligible to receive the stipend.
    - a. Employees not required to perform in-person work to mitigate or respond to the COVID-19 public health emergency from March 16, 2020, to June 30, 2020, are ineligible for this stipend program.
    - b. Eligible employees will not be penalized for the use of COVID-19 Emergency Paid Sick Leave during the designated time period.
  3. Definitions: As used in this policy:
    - a. **Essential Worker:** For this policy, the term “Essential Worker” means any employee:
      - i. whose work was directly dedicated to mitigating or responding to the COVID-19 public health emergency from March 16, 2020, through June 30, 2020;
      - ii. who was required to perform work in person **at all times;** and
      - iii. whose work involved one of the following:
        1. regular in-person interactions with students, the public, or coworkers; or
        2. regular physical handling of items that were handled by, or were to be handled by, students, the public, or coworkers
  4. Notification of the Stipend.

- a. An email notification will be sent from the District Office Human Resources department to all eligible employees and their supervisors.

5. Payment of the Stipend.

- a. The one-time stipend will be paid in full as part of the February 25, 2022 paycheck, unless there is an approved reconsideration request.

6. Request for Consideration for Essential Worker Status. Employees who believe they qualify for the Essential Worker Stipend **based on the definitions of Essential Worker listed in this policy** may submit a reconsideration request to the Human Resources Solution Center.

a. Submitting the Request

- i. The reconsideration window will open on Monday, February 28, 2022 and will close March 31, 2022.
- ii. An employee must submit the request through the designated form. The request must include:
  - 1. Employee Name;
  - 2. Justification that the employee meets the Essential Worker definition;
  - 3. Documentation of the number of hours of in-person work completed by the employee; and
  - 4. Note: If an employee worked remotely at any time during the period of March 16, 2020, through June 30, 2020, that employee is ineligible to receive the stipend.
- iii. The request form must be submitted by the employee and approved by the employee's supervisor in order to be considered complete.
- iv. The completed request form will automatically be routed to the HR Solution Center (HRSC) for consideration. Incomplete requests will not be considered.

b. Reviewing the Request

- i. HRSC has 15 working days to review the request.
  - 1. If the request is approved, HRSC will notify the employee and the supervisor of the approval through email notification. The employee will be on the stipend list for the next designated stipend pay period. This pay period will be identified in the notification.
  - 2. If the request is denied, HRSC will notify the employee and the supervisor of the denial through email notification.
- c. Requests for consideration decisions are final and are not grievable.

**Revisions**

<b>Type</b>	<b>Effective</b>	<b>Description</b>
New	TBD	Establishing the new policy.