

November 3, 2021

**RE: COVID-19 Employee Stipends**

Colleagues -

The District has agreed to three distinct stipends related to COVID-19 which were approved at yesterday's Governing Board meeting. Eligible employee groups are all Classified Staff, Full-Time and Part-Time Faculty, ECELS Teachers, Administrative Association and Confidential and Supervisory Team employees in accordance with the eligibility rules and payment details as outlined below. All stipends are subject to state and federal taxes but not subject to pension contributions.

**COVID-19 Retention Stipend:** This stipend is in recognition of the dedicated work employees have performed during the pandemic. Thank you for your continued service to the campus community!

*Amount:* \$500 one-time stipend

*Eligibility Rules:* Active employees at the time of Governing Board Approval (November 2, 2021). "Active means having an active employment record in PeopleSoft" and who have been paid within the previous twelve months.

*Payment Date:* Employees do not need to submit information to be paid, all eligible employees will be paid via direct deposit on December 3, 2021, this payment will be separate from other payroll earnings.

**COVID-19 Vaccination Incentive Stipend:** This stipend is for all employees who have received their COVID-19 vaccination, during the implementation of the current vaccine requirement as covered in the COVID-19 Vaccination and Immunization Plan.

*Amount:* \$1,000 one-time stipend per eligible employee

*Eligibility Rules:* Active employees at the time of Governing Board Approval (November 2, 2021). "Active means having an active employment record in PeopleSoft" who have provided Human Resources with proof of full vaccination.

*Payment Date(s):* All employees who have submitted proof of vaccination by November 12, 2021, will be paid through direct deposit on December 3, 2021, this payment will be separate from other payroll earnings. Those that have yet to submit their proof of full vaccination (new hires, newly assigned onsite work, etc.) will be eligible once Human Resources is in receipt of proof.

**Telework and COVID-19 Expense Stipend:** This stipend is intended to cover telework expenses related to COVID-19 for the 2021-2022 fiscal year. This one-time stipend replaces the current internet reimbursement process. All internet reimbursements submitted on or before September 30, 2021, for the previous quarter covering April 1, 2021 through June 30, 2021, will be honored.

*Amount:* \$750.00 total per eligible employee for Fiscal Year 2021-2022 (July 1, 2021- June 30, 2022). PFF represented employees will receive the payment in two installments of \$375.00 each one for fall 2021 and one in spring 2022.

*Eligibility Rules:* Active employees at the time of Governing Board Approval (November 2, 2021). “Active means having an active employment record in PeopleSoft” and who have been paid within the payment coverage dates.

*Payment Date(s):* Employees do not need to submit information to be paid, all eligible employees will be paid via direct deposit on December 3, 2021 (for PFF represented employees this will be the first payment) this payment will be separate from other payroll earnings.

If you have any additional questions, please do not hesitate to contact us at [hrhelp@palomar.edu](mailto:hrhelp@palomar.edu).

Best,

David Joseph Montoya III  
Assistant Superintendent/Vice President of Human Resources