

Essential Employee Child Care Reimbursement and Remote Work Technology Stipend Request Form

Kern County Declared Local Emergency for 2020 COVID-19 Pandemic

On March 17, 2020, the Kern County Board of Supervisors declared a local emergency in response to the COVID-19 global pandemic. County department heads have been authorized to determine essential and non-essential services at their discretion. On April 21, 2020, the Board of Supervisors approved benefits for Essential Employees continuing to actively work, on location or remotely, during the declared local emergency.

Employee Name _____ Employee ID # _____

E-mail _____ Daytime Phone _____

County Department _____

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Child Care Reimbursement Benefit

This reimbursement for child care expenses is intended to assist with covering the necessary expenses to provide child care for a dependent child (age 17 or younger or adult child with disabilities) during this emergency for essential workers who remain on duty. The reimbursement is only provided to employees who have not taken any leave under the FFCRA for child care. The reimbursement amount is \$200 per child per month of the emergency and is capped at a maximum of \$500 per month. Reimbursement for these child care expenses is retroactive to March 17, 2020 and extends until the termination of the proclaimed local emergency. You must provide written documentation in support of the request (e.g., termination of prior paid services).

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Remote Work Technology Stipend

County departments were directed to move as many essential workers to a remote work environment as soon as practicable. Assigned remote work is dependent on an employee's access to internet, hardware, and software to perform the duties directed by their respective departments. This stipend will not be paid for an employee's unilateral choice to do work from home without authorization. The stipend is determined by each department after review of an employee request and will only be permitted when the employee uses personal equipment to complete directed work. The stipend is \$50 per month of the emergency and is capped at a maximum of \$250 total. The technology stipend is retroactive to March 17, 2020 and extends until the termination of the proclaimed local emergency.

(initial)

I understand that I must submit any required supporting documentation prior to approval for either essential employee benefit type. I certify under penalty of perjury that the basis of my request is true and factual and understand that any untrue statements or falsification of supporting documentation related to this benefit request may be subject to disciplinary action, up to and including termination.

Employee Signature

Date

Return completed form with supporting documentation to your department's Human Resources or Payroll Clerk

