

ATTACHMENT 1

HEROES PREMIUM PAY EMPLOYEE ELIGIBILITY CRITERIA AND REQUIREMENTS

In recognition of the challenges placed upon essential workers during the unprecedented COVID-19 pandemic, the County of Alameda Board of Supervisors (“Board”) authorized a one-time \$1,500 Premium Pay award to all County employees who are full-time, part-time, Services-as-Needed (“SAN”), and Temporary Assignment Pool (“TAP”) who meet the following eligibility criteria.

- Active and continuously employed during the pay period beginning May 30, 2021, through the pay period ending May 28, 2022, (“covered period”); **AND**
- Remained an active employee during the pay period ending June 25, 2022; **AND**
- TAP employees must have worked a minimum of 975- or 1040- hours, for 75- or 80-hour assignments, respectively, within the covered period.

NOTE: Elected officials, elected department heads, retired annuitants, volunteers and employees working at the Zone 7 Water Agency are not eligible for the “premium pay” stipend and are excluded.

ACTION REQUIRED:

Depending on your classification¹, you may be required to **answer one (1) question** in the County’s Alcolink Human Resources Management System (“HRMS”) – or, if unable to access the County’s Alcolink HRMS, **submit a “Heroes Pay Self-Attestation” form** to their Agency/Department Human Resources (“HR”) **by or before Saturday, August 20, 2022**. Delayed Self-Attestation may result in delayed payment.

The question simply asks specific employees to confirm (Yes/No) to the following:

I performed work during the covered period of May 30, 2021, through May 28, 2022, that involves:

- a. Regular in-person interactions with patients or the public; **or**
- b. Regular physical handling of items that were handled by, or are to be handled by, patients or the public; **or**

¹ Certain employees who were continuously employed during the covered period and 1) are in a classification designated as non-exempt from the Fair Labor Standards Act (“FLSA”); **OR** 2) are in a classification designated as exempt from the FLSA and earn below \$129,886 in 2021.

- c. Regular in-person interaction with a coworker performing the work in (a) or (b) (i.e., I interact in-person with a coworker who regularly interacts with patients/public or regularly handles patients/public items); **AND**
- d. I regularly worked on-site (i.e., work not performed while teleworking from a residence) at least 50% or more during the covered period of May 30, 2021, through May 28, 2022.

For the purposes of this self-attestation, “Regular” is defined as work employees performed at least 50% or more of the employee’s regular biweekly work schedule.”

HRMS INSTRUCTIONS:

If you receive a notification to complete your Self-Certification, please go to your HRMS employee page (or submit a completed Self-Attestation form to your HR) and answer Yes or No. You are required to complete the Self-Attestation by or before Saturday, August 20, 2022.