

COVID-19 (Novel Coronavirus) Childcare Stipend Pay Practice Guide

Complete Revision to Ensure Sustainability

August 1, 2020

Purpose:

With the onset of the new school year and the many variations of school start dates (e.g., online v. physical attendance choices), the impact to those with school age children and dependent care needs may continue to cause employees unanticipated expenses. This pay practice is designed to aid employees related to childcare needs. The need for safe monitoring and care for children during this pandemic is recognized and supported by the company.

Effective Date:

GMR will reinstitute the Child Care Assistance application process on August 1, 2020. The program will be reviewed at least quarterly to determine the continuation of the program, postponement of the program or to suspend the program entirely.

Eligibility:

GMR regular fulltime or part-time direct care givers or essential support employees required to work in the operations, base or office, who have children whose age is twelve (12) or under or who have a child with special needs over the age of twelve (12) and who are approved starting with shifts on August 1, 2020.

Pay and Process:

The Childcare Assistance stipend shall be \$50.00 per household, per full shift worked during a standard school week Monday through Friday. Working additional shifts over and above regularly scheduled shifts Monday through Friday only also qualify to receive the Childcare Stipend. The following parameters apply to the Childcare Assistance Stipend:

- For situations where both parents are employed by GMR or a GMR company, the assistance will be paid to only one of the two employees, not both.
- The stipend is intended for those employees who must seek paid alternative childcare due to school, day care or special needs facility closure.
- Care provided by a direct family member already part of the employee's household does not qualify.

- The Childcare Stipend does not apply to employees choosing to volunteer for state or federal deployment assignments outside of their normal home base of operations.
- If necessary, due to the inability to secure alternative childcare as a result of closure or shelter in place, the employee may take PTO as needed until childcare can be secured. If the employee does not have enough PTO to cover the time needed, they may carry a negative PTO balance not to exceed 80 hours or equivalent scheduled shift hours within a single two-week pay period.

A completed application is required to request and gain approval for the stipend and must be submitted to Human Resources for review and approval. Human Resources is responsible for communication of approval or denial of the application to the employee. Approved employee applications are submitted to Wage & Time Administration for ground and Payroll for Air to apply the stipend payment.