



## **INTERIM POLICY: CHILD/ELDER CARE EXPENSE BENEFIT**

Effective Date: 03/16/2020

Reviewed/Updated Date: 04/07/2020

**PROGRAM OFFERING NOTE:** This program has been offered two times -dates below. Team members are eligible to participate in this program one (1) time per program offering:

- Program Offering 1: March 16, 2020 through April 13, 2020
- Program Offering 2: April 14, 2020 through May 15, 2020

### **INTERIM POLICY - BACKGROUND:**

This is an interim policy that is being put into place to support the workforce during the 2019 Novel Coronavirus (COVID-19) pandemic. This policy will be actively enforced during the time defined below and team members are subject to the terms and conditions of the policy. This policy is meant to be temporary and may be amended or withdrawn at any time.

### **DEFINITIONS:**

Child/Elder Care Provider: A person, family member, or business who is responsible for the care of children or elders, primarily while the person is working.

### **SCOPE:**

System wide. Available to FT, PT, and PRN team members. All UPH and affiliate facilities including, but not limited to, hospitals (see attached Addendum A), ambulatory surgery centers, home care programs, physician practices, and all UPH and affiliate departments who are in critical roles, supporting our business operations and direct patient care, and are experiencing child/elder care service interruptions based on the COVID-19 situation and that need to obtain other child/elder care due to school, daycare or elder care closures. This applies to children/elder that are unable to take care of themselves based on age or physically/mental ability/disability

This policy does not apply to any team members that are covered under a bargaining unit agreement.

### **BENEFIT:**

- A. This interim policy provides eligible team members with a Child/Elder Care Expense Benefit of up to \$50, per day (max, not per child/elder), per team member, for up to 10 days, with a maximum benefit of \$500. You will only be reimbursed for the cost up to \$50 per day not to exceed the max. Please note that \$25 (in total/not per day) will be added to the payment to help offset tax implications.

- B. The second program offering will be effective starting April 14, 2020 and will run through May 15, 2020.
- C. Benefit will be made in one payment per program period at program end or at such time the \$500 maximum benefit threshold has been met, but no later than May 29, 2020.
- D. Benefit requests will be made through creating an AskHR ticket and providing the required information on the Childcare Expense Benefit Form.
- E. To receive payment of this benefit, team members should submit the following:
  - a. Submit the Child/ Elder care Expense Benefit Form, completed fully with the following signatures:
    - i. Child/Elder Care Provider;
    - ii. Team Member (Requestor); and
    - iii. Leader (Leader must sign the form acknowledging team member was scheduled and worked the day reimbursement is being sought)
  - b. Form must be legible and filled out completely
- F. Once the form is submitted and approved, the benefit will be paid to the team member in the next practical paycheck and will be subject to the supplemental rate, and all state and federal income taxes will be deducted as applicable.

**ADDITIONAL INFORMATION:**

Please contact AskHR with questions around eligibility and payment.

## **Addendum A: Legal Entity Operating Hospital**

The entities listed below are accurate as of August 7, 2019. A current listing of legal named entities can be found at:

<https://uphealth.sharepoint.com/sites/intranet/policies/UPHandSystemwide/Addendum%20A.pdf>

<b><u>Region</u></b>	<b><u>Legal Entity Operating Hospital</u></b>
CARTHAGE	MEMORIAL HOSPITAL ASSOCIATION
CEDAR RAPIDS	ST. LUKE'S METHODIST HOSPITAL
CEDAR RAPIDS	ST. LUKE'S/JONES REGIONAL MEDICAL CENTER
DES MOINES	UNITYPOINT HEALTH-DES MOINES
DES MOINES	GRINNELL REGIONAL MEDICAL CENTER
DUBUQUE	THE FINLEY HOSPITAL
FORT DODGE	TRINITY REGIONAL MEDICAL CENTER
KEOKUK	KEOKUK AREA HOSPITAL
PEORIA	METHODIST MEDICAL CENTER OF ILLINOIS
PEORIA	PEKIN MEMORIAL HOSPITAL
PEORIA	PROCTOR HOSPITAL
QC - MUSCATINE	UNITY HEALTHCARE
QUAD CITIES	TRINITY MEDICAL CENTER
SIOUX CITY	NORTHWEST IOWA HOSPITAL CORPORATION
WATERLOO	ALLEN MEMORIAL HOSPITAL CORPORATION
WATERLOO	UNITYPOINT HEALTH - MARSHALLTOWN
MADISON	MERITER HOSPITAL, INC.