

Fiscal Recovery Funds Premium Pay Documentation

The purpose of this form is to provide documentation that only eligible employees received premium pay and the amount of premium pay was within the limits established by the guidelines.

Employee:

Department:

Job title/duties:

Explain how or why the work was deemed to be essential:

Explain how the work placed the employee at a heightened risk: *(teleworking hours are not eligible for premium pay)*

Yes Do you have records to support the hours the essential worker was at risk?

No *Note: Keep supporting documentation accessible for the audit.*

Yes Is the amount of premium pay within the amount allowed by the guidance on Fiscal Recovery Funds?

No *(Not to exceed \$13 per hour, \$25,000 per eligible worker; premium pay greater than 150% of the state's average annual wage requires additional justification for how it responds to the needs of the worker).*

Note: Keep supporting documentation accessible for the audit.

Elected official or department head: _____ Date _____

Date approved by the governing board in an open meeting: _____

Chairperson _____

Excerpt from Interim Final Rule:

“Premium pay or grants provided under this section respond to workers performing essential work if it addresses the heightened risk to workers who must be physically present at a jobsite and, for many of whom, the costs associated with illness were hardest to bear financially. Many of the workers performing critical essential services are low-or moderate-income workers, such as those described above. The ARPA recognizes this by defining premium pay to mean an amount up to \$13 per hour in addition to wages or remuneration the worker otherwise receives and in an aggregate amount not to exceed \$25,000 per eligible worker.”

§§602(c)(1)(B), 603(c)(1)(B) of the American Rescue Plan Act.
Also see Coronavirus State and Local Fiscal Recover Funds FAO section 5