

COVID-19 Relief Meal Allowance Plan

Purpose: To provide support to employees who have to be physically present at the worksite during the COVID-19 emergency and to provide support to local businesses.

What: Provide City employees who have to be physically present at the worksite during the COVID-19 emergency with a \$25 per day meal allowance to be spent purchasing food and non-alcoholic beverages from Issaquah businesses through their paychecks.

How:

- Payroll Mechanics: Finance will establish a “COVID-19 Relief Meal Allowance Plan” pay code in MUNIS. Employees working onsite would designate this pay code for each day they work onsite. Supervisors approving timesheets would be acknowledging the days designated by the employees were in fact days when the employee worked onsite and qualified for the allowance. Designating this code would then allow MUNIS to automatically calculate the \$25 per day allowance when payroll is generated.
- Participation Agreements: Employees who participate in the plan will need to “sign” an acknowledgement (see attached) that indicates they will only seek the allowance for days they are physically in the office (or in the field) and that they will spend the allowance to purchase food and non-alcoholic beverages at businesses located in the City of Issaquah. Finance will work with HR and IT to get this acknowledgment posted on ESS, similar to how the telecommuting agreements were distributed. We will share with department directors/supervisors the names of people who sign up to verify they are working onsite.

Other Considerations:

- No Receipts Required: Under this plan, participants would *not* need to submit receipts. Federal laws around per diems do not require receipts. The participation agreement would be the mechanism for employees to indicate they will comply with program rules. This will make administration of the program much easier.
- Duration: Initially, we would offer this plan for the March 16 – March 31 pay period. We can extend the plan beyond March 31 if warranted.
- Non-Taxable: The allowance would not be subject to payroll taxes.

Implementation Assistance Needs:

- HR/IT help to put the Employee Agreement on ESS (similar to what we did for the telecommuting agreements)

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Participation Agreement

I acknowledge that I am a City of Issaquah employee who is required to physically work onsite (either regularly or periodically). I wish to participate in the COVID-19 Relief Meal Allowance Plan. For workdays that I am required to be physically present at the worksite, I will designate on my timesheet the COVID-19 Relief Meal Allowance pay code, which will make me eligible to receive the \$25 per day meal allowance. I agree to spend the \$25 per day meal allowance to purchase food and/or non-alcoholic beverages at businesses located in the City of Issaquah. I understand that the \$25 per day meal allowance will be reflected as non-taxable pay on my paycheck.

Acknowledgement: I certify that I have read, understand and agree with the terms outlined in the City of Issaquah's Meal Allowance Plan.