



Hello STAR of CA,

Please read this email in its entirety as it contains important information regarding compensation for hourly clinical staff (i.e., Behavior Technicians, Supervisors, and Mental Health Associates) for the pay period ending 3/31/20 which will be paid on pay date 4/7/20.

As a continued commitment to our health as an Agency to provide the best continuity of care for our clients and their families as well as that of our staff, we have decided to provide a measure of gap payroll funding for hourly clinical staff experiencing decreases in hours on this upcoming pay date 4/7/20, for pay period 3/16/20 – 3/31/20. This gap payroll funding is designed to ensure all staff are “made whole” for at least one week of this current payroll period.

This Gap Payroll funding will be based on the following criteria:

- Lookback period of the three prior payroll periods to establish average weekly hours worked, both Billable and Non-billable
- Calculation to derive average hours worked /week for the 03/16 – 03/31/20 pay period
- Take the difference between the Average Lookback Hours /wk – Average Current Hours /wk multiplied by your clinical pay rate.
- This amount will show in the Earnings section of your paycheck stub as CV-19 paycode, just below CR1 or CR2 line items.
- **For example**, if your average hours worked per week for the prior three pay periods was 25 hours and your average hours worked per week for the current pay period (3/16/20-3/31/20) was 10 hours, you would be eligible for a gap payroll payment of 15 hours multiplied by your clinical rate.

Future Gap Payroll Funding:

Please be advised that we are also developing a gap payroll funding methodology based on preliminary COVID-19 related funding commitments from our Regional Center and School District payers. Our approach is as follows: If our payers commit to pay us for all or a portion of COVID-19 related cancellations, then we will use these funds to pay impacted Behavior Technicians, hourly Supervisors, and Mental Health Associates. We are working diligently with Regional Centers and School Districts to understand their commitment to our Agency. Once we finalize these commitments, we will inform you of our ability to provide income assistance.

Unemployment Claims:

Given the dynamic nature of our discussions with our payers, please ensure that you take advantage of your opportunity to file an Unemployment Insurance (UI) claim for reduction of wages. There are also additional EDD claim filing options for Disability and Paid Family Leave.

- **When to File a Claim:** File your UI claim in the first week that you lose your job or have your hours reduced. Your claim begins on the Sunday of the week you submitted your application.
- If you previously filed a UI claim within the last 52 weeks and have not exhausted your benefits, you must reopen your claim to resume benefits.
- Website link: https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm



Be advised that State and the Federal government have and continue to create new assistance programs and modify existing ones in response to the COVID-19 virus. The Stepping Stones Group has created a new resource outlining state and Federal funding assistance programs for you during this public health and economic disruption. These programs help those (a) who have contracted or have been exposed to the virus; (b) who are caring for an ill or quarantined family member or (c) who have experienced lost work time due to this pandemic.

The Stepping Stones Group is providing this information (**see attached**) as a resource to you and is current as of Monday, March 30th. The provided information covers California and Federal COVID-19 related benefits. It does not cover general information for local/state paid sick leave, other Company provided paid benefits, or provisions of other Federal programs unrelated to unemployment assistance. Please consult your applicable state agency for the latest information as state and Federal programs continue to evolve.

Please ensure you complete the COVID19 Survey link for logging all matters regarding this crisis, including seeking information about Unemployment Insurance.

https://starofca.formstack.com/forms/covid19_informational_survey

If you have further questions about your benefits or other options available to you, please reach out directly to benefits@starofca.com

As always, we appreciate your commitment to our Agency and mission. We recognize that these are uncertain times. Our commitment to you is to provide honest and transparent communication as we navigate this public health crisis. We acknowledge that our actions may be short of your expectations, but be assured we are doing everything within our financial wherewithal to weather this storm with you.

Together,

A handwritten signature in black ink, appearing to read "DM", written over a white background.

Doug Møes, Ph.D., BCBA-D, President