

HCW Letter to eligible employee

We are pleased to share details on the New York State Healthcare and Mental Hygiene Worker Bonus Program and how it will be made available for qualifying associates. This bonus marks an important recognition by the State for the tremendous impact our health care workers have on our communities, both during the most difficult times of the pandemic and today. Our frontline health care workers are critically important to the care we provide and to the health of our community, and we are deeply grateful for each of you and all that you do.

Although the bonus program and its regulations and deadlines are dictated by the State, we will assist you in completing the required steps so you may receive the bonus to which you are entitled. **It is important that each qualifying associate complete an accurate and truthful attestation - failure to do so will result in an associate not receiving a bonus they are otherwise qualified to receive.**

Based on information provided to us by New York State, here are some important facts you should know.

Eligibility

- New York State has determined the ‘eligible employers’, (M.M. Ewing Continuing Care Center and F.F. Thompson Hospital) including outpatient services.
- New York State has determined the eligible titles of workers who may qualify to receive the bonus. You have received this letter because we believe your position is an eligible title.
- Qualified associates include full-time, part-time or per diem individuals who are continuously employed by us for the entire duration of a “vesting period.” Vesting periods are six-month blocks of time defined by the State. If an associate is not continuously employed in an eligible job title from the first day of a vesting period through the last day of that vesting period, that individual is **not** eligible for the HWB.
- To qualify for the bonus, you must work an **average** of at least 20 hours per week during the entire vesting period (all hours for the vesting period divided by 26 weeks).
- A health care worker is only eligible for two bonus payments.
- To receive a bonus, the State requires you to complete an attestation for each vesting period for which you are claiming eligibility. If you remain in an eligible role, we will contact you after each vesting period with instructions on submitting a qualifying employee attestation for each period, until you have attested for the maximum of two vesting periods.

Below is the State’s schedule for vesting periods and the deadline for when we must submit a claim to New York State for your HWB.

Vesting Period	Vesting Period Start Date	Vesting Period End Date	Employer Submission Close Date
1	Oct. 1, 2021	March 31, 2022	Sept. 2, 2022
2	April 1, 2022	Sept. 30, 2022	Oct. 31, 2022
3	Oct. 1, 2022	March 31, 2023	May 1, 2023
4	April 1, 2023	Sept. 30, 2023	Oct. 31, 2023
5	Oct. 1, 2023	March 31, 2024	May 1, 2024

- In order to receive a bonus, your gross base wages, including any shift differentials and other forms of compensation for time worked (including PTO or other paid leaves of absence) but excluding any overtime compensation or lump bonuses, cannot exceed \$62,500 during the vesting period. This wage threshold includes wages, salaries, and compensation from all employers or contract work, and is not solely your compensation from Thompson. To be clear, in order to qualify for the HWB, you must attest that you have made less than or equal to \$62,500 from all sources during the vesting period.
- To be eligible to receive the HWB, you must remain continuously employed by the same qualifying employer (Thompson Health) as an associate in an eligible title during the entire vesting period and cannot leave within 30 days after Thompson receiving the funds from the State.

Vesting and Bonus Amount

- New York State has provided five vesting periods (outlined on previous page), which give you five opportunities to qualify.
- The amount of your bonus will be determined by the hours you worked within a vesting period. Visit the [State's website](#) for more details on bonus amounts.
- You may participate in up to two vesting periods; the maximum total bonus through the State's program is \$3,000.

Attesting to Your Eligibility

New York State has outlined a multi-step process that requires the participation of both Thompson Health and each eligible associate. In general, these steps are:

- We must use our employment records to identify eligible associates.
- Eligible associates must verify their eligibility by completing the State's attestation form by the deadline for each vesting period.
- Thompson Health submits the information to the State for review and processing. The State has not yet indicated how long this process will take but, when it is complete, they will release the funds directly to Thompson Health.
- Thompson must distribute the bonuses to associates within 30 days of receiving the funds from the State.

Action You Need to Take Now

If you are eligible for a bonus for the second vesting period (April 1, 2022 to September 30, 2022), you must act quickly so we can meet New York State's deadline (we will contact people in eligible roles separately after each New York State vesting period with instructions and deadlines for attesting for those periods; see table listed under Eligibility section above for submission dates).

Thompson will run a report of all associates who meet the qualifications described above for the second vesting period.

- Between October 17th and October 27th, 2022, you must complete the attestation form appropriate for the corporation where work occurs (CCC or Hospital).
 - Eligible associates will receive an email invitation at their Thompson email. This invitation will include a DocuSign link where associates must attest or decline to attest, and will be required to e-sign within the DocuSign platform.
 - We will work with managers to connect with those on leave who need to attest.
 - We need to know if you will be declining or unable to attest – we are not aware of your income from all sources and this is why the state requires the employee to attest.
 - IMPORTANT: Per New York State, we will only submit the names of associates who have completed the attestation process by the deadline (if you missed the deadline for the first vesting period, you may still be eligible to submit now, but we do not have any indication that this arrangement will continue).
- By October 31, 2022, Thompson will submit the list of all eligible associates *who have completed the attestation process* for the second vesting period to New York State.
- Once the funds are received, Thompson will work as quickly as possible to distribute the bonuses to active associates within the required 30 days of receipt of the State funding.

New York State's process for determining who is eligible and how they can claim and receive their bonus is very complex. For the most up-to-date information on the program, we urge you to visit the [New York State Healthcare and Mental Hygiene Worker Bonus Program website](#).