



Employee Benefits and Services Division

Needles Subsidy Disclosure

Only employees who are assigned to work locations in Needles, Trona, and Baker are eligible for the Needles Subsidy.

It is the responsibility of the Employee to notify the Employee Benefits and Services Division (EBSD) upon assignment to a Needles Subsidy eligible work location. Conversely, if an Employee is receiving the Needles Subsidy, he or she must notify EBSD within 60 calendar days of a change to a non-eligible work location.

To designate or change an election for the Needles Subsidy, an Employee must submit to EBSD a completed Premium Deduction Election Form. The Premium Deduction Election Form may be obtained from EMACS Forms at <http://countyline/emacs/forms.asp>, the department Payroll Specialist, or by contacting EBSD at (909) 387-5787.

If it is discovered that an employee received the Needles Subsidy in error, the County will collect, through payroll deduction, any amount of subsidy the Employee received, but was not eligible.

For more information please refer to your applicable Memorandum of Understanding (MOU), Exempt Compensation Plan, Salary Ordinance or Contract.