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MEMORANDUM
Office of the Village Manager

DATE: February 4, 2022

TO: The Honorable Mayor and Members of the Village Council

FROM: Yocelyn Galiano, ICMA-CM, Village Manager

RE: Resolution Authorizing the Implementation of a Vaccine Incentive Pay Program for Village Employees in Accordance with the American Rescue Plan Act of 2021 (ARPA)

The American Rescue Plan Act of 2021 ("ARPA") appropriated federal monies for local governments to cover expenditures incurred due to the COVID-19 pandemic. ARPA provides the Village with an opportunity to offer a temporary voluntary program to incentivize employees to be vaccinated against COVID-19.

The Village Attorney has prepared the Vaccination Incentive Pay policy for the implementation of said program providing for a \$1000 reimbursement for the vaccine and an additional \$500 for the booster vaccination.

I hereby respectfully recommend the Village Council adopt the attached resolution authorizing the implementation of the employee voluntary Vaccination Incentive Pay program.



POLICY: It is the policy of the Village of Pinecrest (the “Village”) to provide a safe work environment for our employees, visitors, and the public, especially during emergency situations like the Coronavirus (“COVID-19”) pandemic. To that end, the Village wants to incentivize vaccination for employees and, as such, will provide Vaccination Incentive Pay to eligible employees whose duties and assignments were relied upon to maintain continuity of all critical operations. Vaccination Incentive Pay will be provided to eligible employees in accordance with the American Rescue Plan Act of 2021 (“ARPA”) which, among other things, appropriated federal monies for local governments to cover expenditures incurred due to the COVID-19 pandemic.

This policy is adopted in accordance with recommendations from the Centers for Disease Control, Health and Human Services (HHS) standards, best practices adopted from the Occupational Safety and Health Administration (OSHA), state directives and local laws, rules and orders, and are based on the Village Manager’s assessment of local conditions upon review of the local public health system and healthcare systems data.

1. PURPOSE

The purpose of this policy is to maintain a safer workplace by minimizing the community transmission of Coronavirus (“COVID-19”) amongst employees, visitors, and the population at large by compensating employees who voluntarily choose to be vaccinated.

2. DEFINITIONS

A. Vaccinated, for the purpose of this policy, is defined as:

- 1) two (2) weeks/fourteen (14) days or more beyond the second dose in a two-dose series (Pfizer or Moderna) and a booster shot at least six (6) months later; or
- 2) two (2) weeks/fourteen (14) days or more beyond a single-dose vaccine (Johnson & Johnson) and a booster shot at least two (2) months later; or
- 3) the required series dose of any other COVID-19 vaccine approved by the Food and Drug Administration for emergency use and, if applicable, a booster shot.

B. Proof of Vaccination is defined as:

- 1) Completed Vaccination Record Card published by the CDC; or
- 2) Medical documentation from a health care professional containing type of vaccine, date of vaccination and vaccination location.

3) SCOPE

This policy shall apply to full-time and part-time employees who have worked for the Village at least six (6) months, (180 calendar days).

4) COMPENSATION

A. Employees eligible under the ARPA for vaccination incentive pay will receive a one-time lump sum payment of \$1000 upon receiving the series dose, and an additional

one-time lump sum payment of \$500 upon receiving a booster shot. The maximum compensation per employee shall be limited to the combined total of the aforementioned lump sum payments.

- B. Employees eligible under the ARPA for Vaccination Incentive Pay must present an original completed COVID-19 vaccination card or other Proof of Vaccination to Human Resources, as well as sign an affidavit certifying the authenticity of the proof. The affidavit will be retained by the Village. In accordance with section 5(C)(2) herein, payment will not be remitted until such proof is provided.
- C. The timing of the payment shall be based on when the Village is able to access/use the ARPA funds.
- D. The Vaccination Incentive Pay increases the annual salaries of employees, which means that this adjustment to their salary will be used for all wage calculation purposes.
- E. The funding source for Vaccination Incentive Pay exclusively comes from ARPA funding and, therefore, will be cost neutral to the Village. In the event there is any ARPA funding shortfall, the Village will not make up the difference, even if it results in employees receiving an amount less than detailed in this policy.
- F. The duration of the Vaccination Incentive Pay shall be contingent on the funding allocation determined by the Village Council.

5) PROCEDURES

- A. **Notification**. The Human Resources Office (“Human Resources”) will notify all employees of the following:
 - 1) The required timeframe to be fully vaccinated in order to receive Vaccination Incentive Pay, which may vary depending on vaccine availability, vaccine type and other factors.
 - 2) The type of vaccination(s) covered by this policy.
 - 3) Local vaccination sites (pharmacies, clinics, etc.) and contact information for local health officials/organizations to assist in facilitating vaccination.
- B. **Costs/Time**
 - 1) All charges/costs related to the vaccination will be paid by the Village. Any vaccinations that occur as a claim under the Village’s health plan will result in employees being reimbursed any out of pocket expense.

- 2) Any time off required to receive the vaccine will be considered time worked, though employees must be granted leave approval from their supervisor.
- 3) Any side effects associated with receiving the vaccine (i.e., some individuals may report feeling ill; especially after the second dose) warranting an absence from work will be considered protected sick leave, which means that the absence will not be held against the employee.

C. **Proof of Vaccination**

- 1) Employees will be required to furnish Human Resources with Proof of Vaccination on or before the end of the required timeframe in order to receive Vaccination Incentive pay.
- 2) A failure to timely furnish Human Resources with Proof of Vaccination will result in the employee not receiving Vaccination Incentive Pay.
- 3) Any attempt to fraudulently receive Vaccination Incentive Pay (e.g., submission of a forged document) shall result in disciplinary action, at a minimum, though the Village reserves the right to pursue criminal or civil action, as appropriate.
- 4) Proof of vaccination is solely required of those employees voluntarily seeking Vaccination Incentive Pay. Village employees are not otherwise required to provide proof of vaccination for employment.