

**THE CITY OF FREDERICK
MAYOR AND BOARD OF ALDERMEN**

RESOLUTION NO: 21-15

A RESOLUTION concerning

A COVID-19 Vaccination Incentive/Reward Program

BACKGROUND

The American Rescue Plan Act of 2021 establishes the Coronavirus Local Fiscal Recovery Fund (CLFRF). The Department of Treasury's Interim Final Rule (RIN1505-AC77) addresses the use of funds to be disbursed through the CLFRF. Under that rule, recipients may use such funds to pay for vaccine incentive programs, including programs that provide incentives reasonably expected to increase the number of people who choose to get vaccinated, or that motivate people to get vaccinated sooner than they otherwise would have, so long as such costs are reasonably proportional to the expected public health benefit.

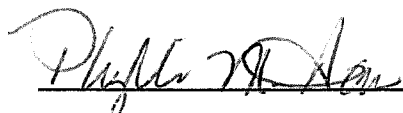
The City of Frederick has received funds through the CLFRF and has determined that approximately \$ 650,000 of those funds should be allotted for a vaccine incentive program for city employees. The Board of Aldermen has determined that these costs are reasonably proportional to the expected public health benefit and that providing a vaccination program for city employees serves a public purpose.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK, that the "COVID-19 Vaccination Incentive/Reward Program" is hereby created, and the policy attached hereto and incorporated herein by this reference, setting forth the program requirements and rules, is hereby adopted.

AND BE IT FURTHER RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK, that to the extent there is any conflict or inconsistency between the policy adopted by this resolution and any other City policy or rule, including not limited to anything contained within the Policies and Procedures Handbook for Employees of the City of Frederick, this policy shall prevail.

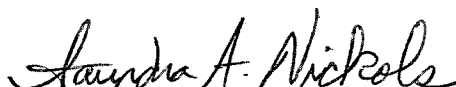
ADOPTED AND APPROVED THIS 21ST DAY OF October, 2021.

WITNESS




_____ **Michael C. O'Connor, Mayor**

APPROVED FOR LEGAL SUFFICIENCY:


_____ **City Attorney**

The City of Frederick
COVID-19 Vaccination Incentive / Reward Program

I. Purpose.

The purpose of this policy is to provide an opportunity for city employees to voluntarily participate in a vaccination campaign to mitigate and prevent the COVID-19 global health pandemic. This policy is designed to increase the number of employees who get vaccinated and to motivate employees to get vaccinated sooner than they otherwise would have by providing incentives that are proportional to the extreme public health benefits of increased vaccination rates. Vaccination against COVID-19 plays a critical role in protecting employees, the workplace, and the community as a whole against the immediate public health emergency of COVID-19 as well as its lingering negative economic consequences. This policy provides incentive payments for those employees who are vaccinated, and details how the incentive pay program will be administered.

II. Vaccination.

Employees are considered fully vaccinated once they have received the recommended number of doses of a vaccine that has been approved or authorized for emergency use by the U.S. Food and Drug Administration, or that has been listed for emergency use by the World Health Organization.

An employee who receives the Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford vaccine is considered fully vaccinated after they receive the second dose. An employee who receives the Johnson and Johnson/Janssen vaccine is considered fully vaccinated upon receiving the single dose.

Employees are permitted to receive the vaccination while on paid work time and departments must provide flexibility in scheduling to allow employees to receive the vaccination during their scheduled work hours. Employees may choose to receive a vaccine through any available vaccination site. A list of vaccination sites in Maryland is available on the State website: <https://coronavirus.maryland.gov/pages/vaccine>.

III. Proof of Vaccination.

Employees who have provided proof of vaccination to RSC prior to the effective date of this policy are eligible to receive the incentive pay and do not need to resubmit proof of vaccination. They will receive confirmation of receipt from RSC no later than October 29, 2021.

Employees who have not previously provided proof of vaccination will receive confirmation when RSC receives and verifies the proof of vaccination is satisfactory. Should an employee not receive confirmation of receipt, they must contact RSC to resolve. Employees are responsible to ensure they have confirmation of receipt from RSC. All vaccination documentation will be maintained confidentially and will be separated from documents in employee personnel files.

Acceptable proof includes a copy of their COVID-19 vaccination card or printed record from Maryland MyIR: <https://md.myir.net>

Employees are required to submit proof of vaccination in one of the following methods:

Via email to RSC@CityofFrederickmd.gov;

Via upload: <https://forms.office.com/g/XcB5rDiJZu> (non-FPD Staff)

<https://forms.office.com/g/W5qUNADuSc> (FPD Staff only);

In-Person delivery to RSC staff.

IV. Eligibility and Payment.

City employees who provide proof of full vaccination by December 10, 2021 will receive a one-time incentive payment of \$1,000 or \$500, depending on employment status. Full time employees hired on or before December 10, 2021 are eligible for a one-time incentive payment of \$1,000. Part-time (graded and non-graded) and seasonal employees hired on or before December 10, 2021 are eligible for a one-time incentive payment of \$500, provided they have actively worked in the months of October and November 2021.

Employees must be actively employed on the date the payment is processed to be eligible for the incentive payment. The bonus is subject to applicable supplemental income tax rates. No benefit deductions apply, and the payment is not eligible to be deferred into the 457 deferred compensation plan.

Employees who have provided proof of vaccination by 4:00 p.m. Friday, October 29, 2021 will receive the one-time incentive payment with the paycheck on Friday, November 12, 2021.

Employees who provide proof of vaccination after 4:00 p.m. Friday, October 29, 2021 but no later than 4:00 p.m. Friday, December 10, 2021 will receive the one-time incentive payment with the paycheck on Friday, December 24, 2021.

Elected officials are not eligible for payment under this program.

The City of Frederick will use funds received by the City under the United States American Rescue Plan Act of 2021 (ARPA) to pay for the incentive/reward payments under this Program.

V. Opt-Out.

If an employee chooses not to participate in the Program, no action is required by the employee. If an employee has provided proof of vaccination but does not wish to receive the incentive payment, the employee may opt-out by providing their request in writing to RSC.

VI. False Statements.

Any employee who makes a false statement or provides fraudulent documentation in connection with this incentive payment program is subject to corrective action, up to and including termination from employment.
