COVID-19 Vaccine Incentive Program

Section 1 – Vaccine Incentive Program Introduction

As a means to encourage County employees to become vaccinated against the COVID-19 virus, the County shall establish a Vaccine Incentive Program. Employees in a Union represented bargaining unit who submit verified proof of a COVID-19 vaccination shall be eligible for an incentive.

Section 2 – Incentive

The County shall provide up to 32 hours of leave time to all eligible employees who receive the COVID-19 vaccine and provide verification.

Section 3 – Administration

a) Employees must submit proof of completed COVID-19 vaccination dose regimen of a World Health Organization approved vaccine, such as Pfizer-BioNTech, Moderna, or Johnson & Johnson. The County will provide a mechanism for employees to digitally upload their documentation.

b) Employees' vaccination information shall be kept confidential consistent with applicable law.

c) This incentive program shall commence immediately following agreement with the County and shall continue until November 15, 2021 (i.e., last day to submit proof of vaccination).

d) The County shall credit up to 32 hours leave time effective pay period 1 - 2022 to employees who submit appropriate proof of vaccination by November 15, 2021, and are in positions eligible for the leave as of pay period 26 – 2021, provided that employees who enter a position not eligible for leave time effective December 18, 2021, shall receive a cash-out of the credited leave time effective pay period 1 - 2022.

e) If prior to pay period 26 – 2021, an employee who is otherwise eligible for the vaccine leave separates from County employment or moves to a position that is not eligible for the vaccine incentive such employee shall not receive the vaccine leave incentive.

f) Vaccine Leave shall be administered and used in the same manner as Vacation/Annual Leave.

g) Utilization of Vaccine leave shall count toward the cash-out option provided in the Leave Provisions article in the applicable Memorandum of Understanding (e.g., an administrative services unit employee who in 2022 used 50 hours of Vacation Leave and 30 hours of vaccine incentive leave time would be eligible to predesignate to cash out up to 60 hours of Vacation Leave in December 2022).

h) One time cash-out: An employee may request a one-time cash-out of the COVID Incentive Leave to be paid in any one of the following pay periods: PP 3/2022, PP 8/2022, PP 15/2022, PP21/2022 at the employee's then current base rate of pay in increments of eight (8) hours. Such request must be submitted in accordance with payroll processing deadlines in order to receive the cash-out.

i) Any leave balances in effect at the end of the last pay period of the 2022 calendar year will automatically be paid at the employee's then current base rate of pay.

j) If an employee separates from County employment prior to utilizing all vaccine leave hours, any unused hours shall be paid at the then current base rate of pay.

k) Employees with a standard tour of duty of less than thirty-six (36) hours per week shall receive 16 hours of leave time. For example, an employee whose standard tour of duty is 20 hours per week (i.e., 40 hours per pay period) shall receive 16 hours of leave time.

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San Bernardino County

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