



Employee COVID-19 Vaccination FAQs

As part of the City's ongoing effort to vaccinate its residents and employees against COVID-19, the City will continue to vaccinate its employees who fall in Phase 1B and eventually 1C according to CDC vaccination guidelines. The City's vaccination efforts vary by department and/or job classification of the employee being vaccinated. The following are "frequently asked questions" about the City's employee vaccination efforts.

Q1: Will employees be paid for time spent obtaining vaccinations outside of work?

A: Employees obtaining vaccinations outside of department-sponsored events, i.e., by going to a local pharmacy to receive a vaccination, will not be paid for time spent doing so.

Q2: Will employees be paid for time spent obtaining vaccinations at department-sponsored vaccination events?

A: Employees receiving vaccinations at a department-sponsored event during work hours will be paid for all such time that falls within the employees' regularly-scheduled work hours. Employees will not be compensated for time spent obtaining vaccinations outside work hours, even at a department-sponsored event. Departments should allow employees reasonable time to receive the vaccination, including any post-vaccination observation period.

Q3: Will employees need to provide their own transportation to/from vaccination appointments?

A: Departments are not obligated to provide transportation and employees may use their own vehicles.

Q4: Will employees experiencing post-vaccination side effects be required to use their own time if they must be absent from work?

A: Yes. Employees will be required to use accrued leave to cover vaccination-related absences. Employees must follow the Sick Leave Policy and provide documentation as required. For purposes of the COVID vaccination, documentation from the vaccinating clinic will be accepted as certification for time used on the day of the vaccination only.



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Q5: Who should I notify if I already received the vaccination from an outside sponsored site?

A: Employees should notify their HR office.

Q6: Is the vaccination card sufficient documentation to cover my absence if I have to use sick time?

A: The card an employee receives when vaccinated may be used to certify use of sick leave for the day the employee received the vaccination only. An employee using additional sick leave for vaccination-related absences may be required to obtain additional documentation to certify that leave usage.

Q7: Will all employees be offered the vaccine?

A: While our efforts are focused on vaccinating employees who are in Phase 1B and 1C, we may hold future employee vaccination clinics for employees who do not fall into these priority phases. However, we strongly encourage those employees in Phase 2 to obtain vaccinations through other means, like their local pharmacy or medical provider.

Q8: Will the department/city provide opportunities to receive the vaccine after normal work hours or on weekends?

A: Unknown. We are currently determining the location(s) and timing for City-sponsored vaccinations clinics for our employees specifically. The timing for department-sponsored events may differ depending on department-specific operational concerns.

Q9: What do I do if I don't want to receive the vaccine?

A: At this time, vaccinations are voluntary. This policy may change depending on future final FDA vaccine approvals and/or the state of the COVID-19 pandemic.

Q10: How do I handle scheduling and posting time for employees receiving vaccinations through Department-sponsored events?

A: Departments should post normal work hours for employees receiving vaccinations during department-sponsored events when the employees' attendance at those events coincides with the employees' regular work hours. Departments should not post time for employees receiving vaccinations outside of the employees' regular work hours.