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|  | POLICY AND PROCEDURES |
| | SUBJECT: PAID TIME-OFF FOR VACCINATED EMPLOYEES |

EFFECTIVE DATE: MARCH 1, 2022

NUMBER: HR 22-02

1.0 PURPOSE

The purpose of this policy is to formally provide notice to employees that effective February 28, 2022, regular wages will no longer be provided for absences associated with COVID-19 (i.e. exposure, symptoms, etc.) as stipulated in prior policies: CW-HR 20-02 and CW-HR 20-03.

CW-HR 20-02 and CW-HR 20-03 will sunset on March 1, 2022.

2.0 APPLICABILITY AND ENFORCEABILITY

- 1.1 This policy shall apply to all employees: City, Utility Special District (USD) and Community Redevelopment Agency (CRA).
- 1.2 The failure to comply with the terms of this policy shall lead to disciplinary action, up to and including termination.

3.0 POLICY STATEMENT

It is understood that COVID-19 vaccines are effective at preventing COVID-19 disease, especially severe illness and death. It is also understood that COVID-19 vaccines reduce the risk of spreading the virus among individuals.

Employees are considered fully vaccinated two (2) weeks after their second dose in a two 2-dose vaccine series, such as Pfizer or Moderna, or two (2) weeks after a single-dose vaccine, such as Johnson & Johnson. A “booster” dose is highly encouraged to improve immunity protection against COVID-19.

Employees must adhere to the City’s facial covering and social distancing guidelines as outlined on the Human Resources Department’s webpage.

4.0 PROCEDURE

- 4.1 If an employee is fully vaccinated and/or up to date on COVID-19 shots, the employee may voluntarily choose to provide proof of immunization to the Human Resources Department.

- 4.2 Employees desiring to receive Paid Time Off (PTO) benefits associated with COVID-19 must have documentation evidencing proof of immunization prior to April 1, 2022. The only exception is new employees hired before April 1, 2021 must report such information no later than ten (10) business days after their first day of employment with the City.
- 4.3 Employees who meet the vaccination requirement(s) may receive up to three (3) PTO days. More specifically, employees are eligible to receive one (1) PTO day for each shot received up to a maximum of three (3) days. PTO days granted will expire in a year from the policy's approval date.
- 4.4 The Human Resources Department will provide the employee's name and number of eligible days to the Payroll Division within the Finance Department.
- 4.5 Employees must self-isolate or quarantine and follow the return-to-work procedures outlined in Section 4.0 of the current Return-To-Work Policy.
- 4.6 Employees must use their own leave accrued during these absences. Absences will be reported in the City's official timekeeping system.

Department Sponsor:

HUMAN RESOURCES DEPARTMENT

Policy Review Date:

References:

Departments affected:

ALL EMPLOYEES OF THE CITY, UTILITY SPECIAL DISTRICT AND COMMUNITY REDEVELOPMENT AGENCY.



Barbara Orisio, Ed.D.

Human Resources Director

2-25-2022

Date



Jonathan Evans, MPA, MBA, ICMA-CM
City Manager

2-25-2022

Date