

# City of Alameda

## COVID-19 VOLUNTARY EMPLOYEE VACCINATION POLICY

### **Purpose**

Consistent with its duty to provide and maintain a workplace that is free of known hazards, this Policy is to safeguard the health and well-being of employees and their families; others who spend time in our facilities; and the community we serve from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all state and local laws, and is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and state and local public health authorities, as applicable.

### **Vaccination Procedure**

Participation in the vaccination program is voluntary for all employees. Employees who decline the vaccination at this time may decide to receive it in the future under the provisions of this Policy, so long as the policy is in effect, and with the understanding the vaccination will be based on the availability of the COVID-19 vaccine at that time.

The City will provide all employees with a letter which verifies their employment including their current position. Employees who currently qualify for the vaccine because of their role in the organization have already been provided with the verification letter. Other employees will receive this letter as new phases open and additional employees qualify. This letter will be sent by email. If an employee uses their personal email to receive their paycheck notice, the verification email will be sent to this account.

### **Release Time / Paid Time to Obtain Vaccination**

The City will endeavor to assist employees by distributing information and identifying sites or opportunities where employees may receive the vaccination. It is ultimately the responsibility of the employee to schedule and report to any appointments for COVID-19 vaccinations or boosters.

In recognition that the vaccination is in limited supply and determination of who and when someone qualifies for the vaccination is outside of the employee or City's discretion, the City is providing paid time, when applicable, to obtain the vaccination when it becomes available to the employee. The manner in which release time and paid time applies is as follows:

#### **Appointment secured during scheduled work hours**

For appointments obtained during the employee's on duty time, the employee shall request and obtain authorization from their supervisor to attend the appointment on work time.

Employees will be provided with up to two hours of paid release time, for actual time spent to receive a COVID-19 vaccine. Actual time shall include travel time to and from the vaccination site, from the employee's primary work location (onsite or telework site). These two hours are coded as paid COVID Administrative Leave on the employee's timesheet (Pay Code 152). Time spent in excess of 2 hours will require use of personal leave, or unpaid time if all personal leave banks are exhausted. Time spent

acquiring a COVID-19 vaccine shall not be counted towards the employee's hours worked for the purposes of overtime, as defined by the FLSA (MOU overtime provisions may apply). In the event appointments cause a shortage of employees necessary to maintain minimum operations, supervisors reserve the right to deny the employee release time and ask them to reschedule for another date.

*Appointments secured during non-scheduled work hours*

There is no additional paid time provided for appointments obtained during the employee's off duty time. Exclusions to this section may be applied for public safety dispatchers, police officers, and firefighters.

**Additional Vaccination Information / Resources**

The following links are intended to provide more information about the safety and efficacy of the currently available COVID-19 vaccinations.

- California Department of Public Health (CDPH) COVID-19 Vaccine Fact Sheet  
[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/COVID\\_VACCINE\\_FACT\\_SHEET-ENG-08.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/COVID_VACCINE_FACT_SHEET-ENG-08.pdf)
- Centers for Disease Control Prevention 8 Things to Know about the U.S. COVID-19 Vaccination Program (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/8-things.html#print>)
- City of Alameda, COVID Information Page  
<https://www.alamedaca.gov/ALERTS-COVID-19/Vaccine>