



CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



COVID-19 VACCINATION INCENTIVE PROGRAM

The City of Inglewood is encouraging all employees to be fully vaccinated in order to protect themselves, their coworkers, and the community from COVID-19. While vaccination is not a guarantee against illness, it is the most effective tool we have to prevent serious illness and death and to put an end to this pandemic.

ELIGIBILITY

City of Inglewood employees are eligible for a one-time, non-compulsory COVID-19 Vaccination Incentive if they:

1. Receive the COVID-19 vaccination and are **fully vaccinated** with either the two-dose series of the Moderna, Pfizer BioNTech, or Novavax vaccines, or the single dose of the Johnson & Johnson/Janssen vaccine **by or before Tuesday, November 1, 2022**; and
2. Submit proof of full vaccination to the Human Resources Department via the human_resources@cityofinglewood.org email address by **5:30pm on Friday, November 4, 2022**; and
3. Are an active employee with the City of Inglewood as of **November 4, 2022**.

NOTE: City of Inglewood employees hired on or after **February 6, 2022** are **not** eligible to participate in this program.

VACCINATION TIMETABLE

<p>MODERNA VACCINE</p> <p>The last day to obtain the first shot is October 4, 2022. The second shot is available four weeks (28 days) after the first shot. November 1, 2022 is the last day to obtain the second dose of the MODERNA vaccine.</p>
<p>PFIZER-BIONTECH VACCINE</p> <p>The last day to obtain the first shot is October 11, 2022. The second shot is available three weeks (21 days) after the first shot. November 1, 2022 is the last day to obtain the second dose of the PFIZER BIONTECH vaccine.</p>
<p>NOVAVAX VACCINE</p> <p>The last day to obtain the first shot is October 11, 2022. The second shot is available three weeks (21 days) after the first shot. November 1, 2022 is the last day to obtain the second dose of the NOVAVAX vaccine.</p>
<p>JOHNSON & JOHNSON/JANSSEN VACCINE</p> <p>The last day to obtain the single shot is November 1, 2022.</p>

PROOF OF FULL VACCINATION SUBMISSION

Proof of full vaccination must be submitted to the City's Human Resources Department at the email address, human_resources@cityofinglewood.org, by **5:30pm on Friday, November 4, 2022**. The vaccination date for the second dose of either the Moderna, Pfizer BioNTech or Novavax vaccines or the single dose of the Johnson & Johnson/Janssen vaccine must occur **by or before Tuesday, November 1, 2022**.

The City will accept the following documentation as proof of full vaccination:

1. Written proof of vaccination from a vaccine administrator or a vaccination card from the vaccine administrator or a photo image of such documentation. The documentation must include the place of vaccination, the date(s) of vaccination, and the employee's name and may be submitted digitally/electronically (e.g. by photo image); or
2. Proof of vaccination documentation provided by the employee's healthcare provider containing the place of vaccination, the date(s) of vaccination and the employee's name; or
3. Digital COVID-19 vaccination records, issued by the State of California, can be obtained by going to <https://myvaccinerecord.cdph.ca.gov/>.

COVID-19 VACCINATION INCENTIVE PAY AND DISTRIBUTION

The amount of the COVID-19 Vaccination Incentive is \$1000. The disbursement will be recorded as reportable income and the incentive payments will be issued to all eligible employees on **Friday, November 18, 2022** as a separate check from the employee's regular paycheck.