Proposed Options for COVID Vaccine Incentives

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Option 1- Open Enrollment System – Third Party Administrator

A tab is created for employees to use during Open Enrollment. Employees upload a copy of their vaccination card to the third party administrator.

Pros

- Some employees trust the Open Enrollment website and are familiar with uploading documentation
- Third Party Administrator would retain documentation
- This would sync up with the benefits process and be communicated during Open Enrollment to employees.

Cons

- Cost associated with creating a new tab
- Some employees may not be comfortable providing vaccination documentation.
- Some employees may need assistance with technology.

Timeline - October 11th – Nov 12th and January 21st payout

Option 2 – Create a Third Party Administrator Portal

Request that our Third Party Administrator create a portal in the next month that employees could access to upload their vaccination card. This site would stay active for 1 month.

Pros

- Employees trust the third party and are familiar with uploading documentation

Cons

- Cost associated with creating a portal

- Some employees may need assistance with technology.

Timeline – September 1st - 30th and October/November payout *(in coordination with payroll)*

Option 3 – Create a City Portal

Explore options to create an internal portal that employees could access to upload their vaccination card.

Pros

- Internal process
- May be easier for departments to assist employees to upload the information

Cons

- Employees may not participate due to the lack of trust of employer receiving this information.
- Time for staff to program, create, and test
- COA has Vaccination records of employees and must follow records retention

Timeline – October 1st – October 31st November - January payout (*in coordination with payroll*)

Option 4 – Department reviews vaccination cards

Department would communicate to employees when/where to bring the vaccination card. Departments would track the individual's vaccination status and upload a list to the Human Resources Department data warehouse, then a list would be created for payroll.

Pros

- Process may be quicker to implement
- Employees would not have to log into a site to upload information

Cons

- Employees may not participate due to lack of trust of providing vaccination status to department staff
- Staff time
- COA has Vaccination records of employees and must follow records retention

Timeline – October 1st – October 31st November – January payout *(in coordination with payroll)*.

Option 5 – Optional Proposal (AFSCME Recommendation)

Employees that are vaccinated and are exposed or contract COVID are provided with 2 weeks of paid leave.

Pros
- Process has been used (Federal FMLA provision in 2020)
- Codes are already created
- Value to employees greater than $100
- No need for a budget amendment

Cons
- Unless a copy of the card is requested benefit could be misused by unvaccinated.
- May provide sick leave to employees that contracted COVID outside of work.

Timeline – October 1st employees could begin to utilize benefit

Recap

Options	Descriptor	Timeline
Option1	Use the Open Enrollment through our Third Party Administrator	Develop: October 11th – Nov 12th Implement: January 21st payout
Option 2	Third Party Administrator creates a portal	Develop: September 1st - 30th Implement: October/November payout *(in coordination with payroll)*
Option 3	Create an internal portal that employees could access to upload their vaccination card.	Develop: October 1st – October 31st Implement: November - January payout (in coordination with payroll)
Option 4	Department would view and track employees that provide proof of vaccination status.	Develop: October 1st – October 31st Implement: November – January payout *(in coordination with payroll)*.
Option 5	2 weeks of paid leave.	Implement: October 1st employees could begin to utilize benefit