## **COVID-19 Safety Award Procedures**

In an effort to reduce the risk associated with COVID-19 and continue to protect City employees and members of the public, all City employees are encouraged to receive the COVID-19 vaccine when eligible. All City employees that choose to receive the COVID-19 vaccine will be eligible to receive a one-time Safety Award of \$75.

## **Procedures for receiving the COVID-19 Safety Award:**

Once you have completed all required doses for the type of vaccine received, send via secure email the following information to the Human Resources Connection Center at <a href="https://hrc.org/hrc.gov">https://hrc.org/hrc.gov</a>. Please use "Safety Award" as the subject of the email.

- 1. Your name
- 2. Your Employee Identification Number
- 3. A copy of your completed vaccine card showing the dates of all required doses for the type of vaccine received.

Please send the email from your City email account and select the 'Send Secure' button prior to sending the email.

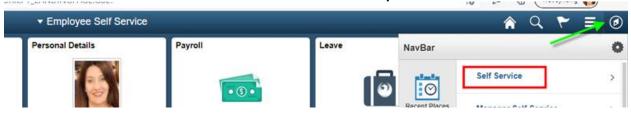


After the above information is received by the Human Resources Connection Center, the \$75 one-time Safety Award will be processed through payroll. Emails that are received without the above information will not be processed. However, medical and religious exemptions may be granted on a case-by-case basis. You can find more information in the <a href="Safety Program A.R. 2.31">Safety Program A.R. 2.31</a>. Please note that anyone who is uncomfortable submitting a copy of their vaccine card, through a secure email, may hand deliver it to the HR Connection Center on the first floor of the Calvin C. Goode building.

The COVID-19 Safety Award is taxable and non-pensionable. It will be available to all employees that receive the vaccine through December 31, 2021 regardless of where the vaccine was received.

## **How to Upload Vaccine Verification Card to eCHRIS**

- 1. Be sure your completed vaccine verification card is saved as an **image (jpg or png)** or **scanned document (PDF)**
- 2. Log into eCHRIS
- 3. Employees will click on the Navigator icon and then select **Self Service** to see the HR Document Upload link.



- 4. Select HR Document Upload
- Read the instructions and disclaimer then click on the Add Attachment button
- 6. You will be prompted to select the file you wish to upload
- 7. Select the file containing your vaccine verification card and click the **Upload** button
- 8. Select the Document Type **COVID19 Vaccination**
- 9. Click on the Save button

