



# 2021 Vaccination Incentive Policy

## Policy purpose

STA wants to provide an opportunity for employees to participate in the vaccination campaign against the global health pandemic of COVID-19 given its benefits for the individual, the organization and the community at large. This policy clarifies how this incentive pay for those who are vaccinated after the effective date will be administered and computed.

## Scope

This policy applies to all regular full-time and part-time STA employees.

STA reserves the right to modify or cancel this policy at any time without notice.

## Policy elements

### Incentive Pay

This incentive pay plan is being established as of January 27, 2021 and can be earned as follows:

- **Incentive pay to allow employees to obtain the COVID-19 vaccination.** This is an agency wide incentive plan which will provide two (2) hours of paid time for an employee for each of the two (2) doses of the vaccine for a total of four (4) hours. The paid time will be paid at the employee's straight time hourly pay rate only. This paid leave will not be considered in determining overtime pay. The employee must submit proof of the date of each vaccination through a vaccine certificate or other document signed by the health care provider who administered the vaccination.

This incentive pay is subject to taxation (local, state and federal taxes).