

HUMAN RESOURCES

To: STA Employees

From: Nancy Williams—Director of Human Resources & Labor Relations

Date: October 29, 2021

Re: **COVID-19 Booster Vaccine Incentive**

Currently, Spokane Transit Authority is offering an incentive of two hours of pay per COVID-19 vaccination, up to four hours total per employee. Effective October 29th, 2021, employees may be eligible for an additional two hours of incentive pay when they receive a booster shot. STA is offering incentive pay to employees for receiving the vaccine in effort to keep our workforce safe and healthy.

To be eligible for a booster shot, employees must meet CDC guidelines, which can be found at www.cdc.gov.

To receive pay for the booster, submit your updated vaccination card to Human Resources. For employees who have already received four hours of incentive pay, the booster shot must be received on or after 10/29/21 to receive the additional two hours of incentive pay.

Currently, it is not an STA requirement to receive the COVID-19 vaccine. If STA is forced to require vaccination for its employees, incentive pay will likely be eliminated. STA hopes that by offering an incentive prior to a vaccine requirement, employees will be encouraged to receive the vaccine while the opportunity for incentive pay is still available.