



City of Rochelle

COVID -19 VACCINATION POLICY

I. **Statement of Purpose**

The **City of Rochelle** believes that the suppression of the COVID-19 virus is a priority for the health, safety and welfare of local residents and the return to normal economic activity. The vaccination of municipal employees and officials against the COVID-19 virus will protect local residents and the municipal workforce and will allow for the continuation of municipal services. Therefore, the **City of Rochelle** hereby adopts its COVID-19 Vaccination Policy to protect the health, safety and welfare of local residents and members of the municipal workforce. This is not a mandatory vaccine and the City is not requiring any employee to receive the vaccine.

II. **Administration of Vaccine**

Employees within the specified departments, due to their interaction with the general public and critical nature of the services they provide, may obtain the vaccinations against the COVID-19 virus available pursuant to the Illinois Department of Public Health (IDPH), and as recommended by their healthcare provider.

Employees within the specified departments may **follow the information provided by the City's HR Dept, Ogle County Health Dept or Rochelle Community Hospital** for scheduling their vaccination and shall submit documentation to the **HR Director** when that vaccination has been completed.

All employees are encouraged to obtain a vaccination against the COVID-19 virus when available pursuant to the IDPH, and as recommended by their healthcare provider.

III. **Collective Bargaining Unit Employees**

This Policy shall be subject to the provisions of existing collective bargaining agreements and collective bargaining rights as to any employees within collective bargaining units recognized by the **City**.

IV. Incentive:

All employees are encouraged to obtain a vaccination against the COVID-19 virus when available pursuant to the IDPH, and as recommended by their healthcare provider.

All full-time Employees that receive the COVID-19 vaccine, required doses, would be eligible for a Wellness Incentive. An employee who receives the required doses must submit a copy of their vaccine record to the HR office to verify eligibility. An employee that completes the vaccine required doses and provides documentation will be eligible for a \$100 incentive reimbursed from the Wellness Program Fund through IPBC. This incentive will be distributed to the employee no more than 30 days after receipt of the final vaccine.

This vaccine is not a mandatory vaccine and the City does not assume any liability of individuals receiving the vaccine and receiving the monetary incentive.

V. Compliance with Laws

The **City** intends to fully adhere to applicable federal, state and local laws, regulations and policies regarding this Policy. The Policy may be modified from time to time to reflect changes to controlling federal or state laws, regulation or guidance.

VI. Employee Acknowledgment

Employees are required to sign a written acknowledgement that they have received, read and understand this Policy, and submit that acknowledgement to the **HR Director**. The form that follows on the next page will sufficiently satisfy this requirement upon receipt.

Employee Acknowledgment of COVID-19 Vaccination Policy

*I confirm that I have received, read and understand the “COVID-19 Vaccination Policy” for employees of the **City of Rochelle**. I understand that as an employee, it is my responsibility to abide by this Policy.*

If I have questions about the Policy, I understand it is my responsibility to seek clarification from the proper supervisory department and/or designated administrator.

Employee Name: _____

Employee Signature: _____

Date: _____