

Notice of Mandatory COVID-19 Vaccination Policy Requirements

To protect the City's workforce and the public it serves, City of Los Angeles Ordinance 187134 ("COVID-19 Vaccination Requirement For All Current and Future City Employees") was enacted on August 24, 2021, requiring all employees be fully vaccinated for COVID-19 by October 20, 2021, or request a medical or religious exemption, and report their vaccination status by October 19, 2021. To maximize compliance with the Ordinance, the City is affording a final opportunity for current City employees to become fully vaccinated by December 18, 2021, prior to appropriate corrective action being taken.

To take advantage of this option, I certify:

1. I reported my COVID-19 vaccination status as other than "fully vaccinated" and/or I am unvaccinated; and,
2. I did not file an intent to seek a medical or religious exemption from the vaccination mandate as provided for in the Ordinance.

By the December 18, 2021 deadline, I will be fully vaccinated for COVID-19, or elect one of the other options below, and between now and the December deadline I will follow the terms and conditions below, with further detailed instructions to be provided:

1. I will undergo twice weekly COVID-19 testing.
2. I shall assume responsibility for using my own compensated time to manage an absence from the workplace due to COVID-19 infection or exposure. This does not preclude me from filing a claim for workers' compensation benefits, as appropriate.
3. I shall be required to test through the City or a vendor of its choosing. No third-party tests shall be substituted for tests provided for by the City or the vendor of its choosing.
4. I shall reimburse the City \$260 per pay period for four tests at \$65 each. Reimbursement shall be made automatically on a biweekly basis through my paycheck.
5. I shall test on my own time, i.e., not on paid work time.

In addition to the procedures above, I understand I must begin the vaccination process as soon as possible so as to be fully vaccinated no later than December 18, 2021, and I will report my progress to the City after receiving my first and second vaccination dose. "Fully vaccinated" means 14 days or more have passed since receiving the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine .

I understand that if I do not follow all of the terms and conditions herein, including showing proof of being fully vaccinated by December 18, 2021, I will immediately be placed off duty without pay pending pre-separation due process procedures (Skelly) and I will be served with a written notice of proposed separation from City employment for failing to meet a condition of employment. During such time as due process procedures are

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pending, I may utilize available compensated time off as appropriate. For sworn employees employed by the Los Angeles Fire Department who proceed to a Board of

Rights for failure to meet the condition of employment to be fully vaccinated, the City will abide by all applicable Charter provisions regarding relief of duty without pay. For sworn employees employed by the Los Angeles Police Department (LAPD) who proceed to a Board of Rights for lack of fitness for duty due to failure to meet the condition of employment to be fully vaccinated, the City will abide by all applicable Charter provisions regarding relief of duty without pay.

At any time during the process, and no later than December 18, 2021, if I decide, in lieu of being vaccinated, to resign, retire, or, in the case of sworn personnel who are currently enrolled in the Deferred Retirement Option Program (DROP), exit DROP, I may show proof of filing resignation, retirement, or DROP exit paperwork with a date certain to my appointing authority, at which time I shall remain out of the workplace until such date of resignation, retirement or exit from DROP. If I elect to resign during any time in this process, I shall do so in good standing in lieu of discipline.

From the time that I provide proof of intended resignation, retirement, or DROP exit and the date of occurrence, I may use one of three types of available time in order to remain on active payroll in the following order: (1) accrued vacation time; (2) compensated time off, e.g., banked overtime; then, (3) Leave Without Pay.

If I resign or I am separated from City service and become vaccinated for COVID-19 subsequent to my separation or if the mandatory vaccination order is lifted, I may be restored to the applicable eligible list and become eligible for rehire in the same classification in which I had standing immediately prior to my separation from City service, in accordance with Civil Service Rule Sections 5.14 and 9.1. For sworn employees employed by the LAPD must also pass all required reinstatement background processes conducted by the City or LAPD and can only be reinstated to a position as governed and permitted by the Civil Service Rules of the City.

I understand that my failure to sign, or if I disagree to any part of this Notice, will cause me to be placed off duty without pay, pending pre-separation due process procedures and I will be provided written notice of the proposed action of separation, or similar action shall be taken as applicable for sworn employees as provided above.

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I agree to follow and will abide by all of the terms and conditions of this Notice, and I authorize the City to deduct \$260 per pay period from my pay check for the purpose of reimbursing the City for the COVID-19 testing required of me until I am in compliance with Ordinance No. 187134 or otherwise voluntarily separate from City employment.

Employee Signature

Employee ID Number

Employee Name Printed

Serial Number (if applicable)

Department

Work Address

City

Zip Code

Email Address

Phone

Date