

Notice of Mandatory COVID-19 Vaccination Policy Requirements

While Awaiting an Exemption/Appeal Determination

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.

In accordance with the Ordinance, I certify:

1. I reported my COVID-19 vaccination status as other than "fully vaccinated"; and/or I am unvaccinated.
2. I filed an intent to seek a medical or religious exemption from the vaccination mandate as provided for in the Ordinance.

Until the City has made a determination about whether to grant or deny my request for a medical or religious exemption under the Ordinance, including the time the City requires to evaluate any appeal to an initial denial I may choose to file, I agree to comply with the following required terms and conditions:

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 unless I decline authorization below.
5. I shall test on my own time, i.e., not on paid work time.

If my application for exemption is denied and I do not file an appeal under the Mandatory Vaccination Policy Exemption Procedures, or if my appeal is denied, I shall continue to adhere to the requirements above. At that time, unless I elect to voluntarily separate from City employment, I will become vaccinated according to the following time frame:

6. Within fourteen (14) calendar days from the notice of denial of my exemption, exemption appeal, or expiration date of my medical deferral, I shall submit proof that I have received the first dose of a two-dose COVID-19 vaccine or a single dose of a one-dose COVID-19 vaccine. This proof of vaccination must include the date(s) I received any dose of the COVID-19 vaccination.
7. I will have no more than twenty-eight (28) calendar days from the date of having received the first dose of a COVID-19 vaccine of a two-dose regimen to receive the second dose of a two-dose vaccine regimen.

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8. I must update my vaccination status within no more than five (5) business days from the date I receive the second dose of a two-dose vaccine regimen by submitting proof that I received a complete dosage of a vaccine against COVID-19.

If any of the dates above falls on a weekend or observed holiday, the deadline for providing the required proof is due on the next business day.

I understand that if I do not follow all the terms and conditions above, including showing proof of full vaccination within the time frame above, 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 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, 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 I provide proof of intended resignation, retirement, or DROP exit and the date of occurrence, but no later than 90 days after my final denial, I may use my 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/or otherwise 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. 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.

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Employees who fail to sign this agreement will be invoiced for the costs of testing at a rate of \$260 per pay period while awaiting an exemption or appeal determination.

I agree to abide by all of the terms and conditions of this Notice. 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 (1) my exemption request or appeal is granted; (2) I have been fully vaccinated for COVID-19; or (3) I have voluntarily separated from City employment. I understand that, if my exemption request or appeal is granted, the City will refund the deduction or payments, or cancel the invoices, for the biweekly testing provided for above.

☐ I do NOT authorize the City to deduct \$260 per pay period from my paycheck. I understand that I will be invoiced. (Please check the box for this option)

Employee Signature

Employee ID Number

Employee Name Printed

Serial Number (if applicable)

Department

Work Address

City

Zip Code

Email Address

Phone

Date