



September 19, 2023

Below is an update regarding being up-to-date with a COVID-19 vaccination and the financial incentive associated with the COVID-19 vaccination. The up-to-date vaccination information is subject to change at any time, per CDC guidance. Verification of an up-to-date vaccination will be based on CDC guidance at the time. The current CDC guidance is based on **September 15, 2023**.

Receipt of the COVID-19 vaccination is not a requirement. However, employees can choose to show proof of receipt of an up-to-date 2023-2024 COVID-19 vaccination received after September 15, 2023 to receive the one-time \$1,000 incentive payment. A few items employees should be made aware of include:

- Employees who have already shown proof of an up-to-date COVID-19 vaccination **Do Not** need to re-verify their vaccination.
- Employees will only receive the lump-sum incentive one time - regardless of whether they move positions within the agency, are employed by more than one agency and/or move to another agency, or whether they receive more than one vaccination.
- Up-to-date COVID-19 verification is met when the employee provides proof they received the most recent COVID-19 vaccination dose recommended by the CDC based on their age. An employee's underlying medical condition will not be considered in determining whether an employee is up-to-date with their COVID-19 vaccination for purposes of receiving the incentive.
- **To qualify for the incentive**, employees may qualify for the COVID-19 incentive if they provide proof of receiving the 2023-2024 COVID-19 vaccine as recommended by the CDC. To qualify for the incentive employees must show proof of receipt of the 2023-2024 COVID-19 versions of these vaccines received **after September 15, 2023**.
- The one-time \$1,000 lump sum incentive is not reportable to the retirement system as compensation earned. It will, however, be subject to all federal and state withholdings.
- Employees verifying between July 1, 2023, and December 31, 2023, will receive payment as soon as practicable after they have shown proof of their up-to-date COVID-19 vaccination.

## PROCESS

- Employees may verify their up-to-date COVID-19 vaccination through December 31, 2023.
- Employees may show visual proof of up-to-date vaccination to Human Resources – Region Human Resources or Human Resources Consultant/HRMS Consultant. **Do Not Email A Picture of Your Vaccination Card.**
- Proof of up-to-date vaccination must be a CDC vaccination card (or a printed or electronically stored photo of the card), OR documentation of vaccination from a healthcare provider or state immunization information system record.
- For new hires: Newly hired employees can show proof of vaccination to the hiring manager (ex. Casual Hire) or Human Resources when on-boarded. When an employee is on-boarded, they will be provided information about the up-to-date COVID-19 Vaccination incentive and can show proof of vaccination status to Human Resources.

Please contact Human Resources at [HRD@dnr.wa.gov](mailto:HRD@dnr.wa.gov) if you have questions.