



Milwaukee County COVID-19 Public Health Emergency
Vaccin8: Milwaukee County Employee Vaccine Recognition Program
Administrative Order 21-2v1

Version 1 Issued and Effective as of 12:01 a.m. on Thursday, July 15, 2021

Given the continuing COVID-19 public health crisis and Milwaukee County’s principal goal of slowing the spread of the disease and protecting the health of its employees and the public, Milwaukee County is implementing COVID-19 vaccination recognition for County employees. Through this voluntary program, branded as “Vaccin8”, employees who have received a full vaccine series may be eligible to receive up to eight (8) additional hours of paid time off. Through this initiative the County will both recognize and celebrate the employees who have already made the decision to be vaccinated, as well as encourage those who have not yet been vaccinated to do their part to protect themselves, their colleagues, and the community.

Please read this order carefully to learn more about time off allotments based on employment status, Vaccin8 Program eligibility criteria, vaccine verification process, use of the Extra Time, and important timelines.

I. Extra Time Bank Allotment

Milwaukee County employees will receive up to 8 hours of additional paid time off in their “Extra Time” bank in Dayforce based on their employment status:

- a) **Full-time Equivalent Employees:** 8 hours of Extra Time.
- b) **Part-Time Employees:** 4 hours of Extra Time
- c) **Hourly Employees:** 2 hours of Extra Time
- d) **Seasonal Employees:** 2 hours of Extra Time

Employees who start before the September 6, 2021, cutoff for the Vaccin8 Program will be eligible for the time off based on their employment status (see I.a – d above).

Additional time off will be posted to the “Extra Time” category in Dayforce.

II. Criteria for Eligibility of Additional Paid Time Off

To be eligible for the additional paid time off COVID-19 vaccination recognition employees need to meet the following criteria:

- a) Have received all doses in the vaccine series by September 6, 2021. That is, received one dose of the Johnson & Johnson vaccine, or both doses for the Pfizer or Moderna vaccines.
- b) Provide proof of full vaccination status to the Department of Human Resources (DHR) by September 6, 2021 (see Section III for verification process)

III. Vaccine Status Verification Process

To qualify for the additional paid time off, employees are required to submit proof of vaccination to the DHR using the online proof of vaccination submission process outlined below:

- a) Employees may provide one of three different forms of proof of vaccination status:
 - i. A copy of the vaccination card provided at the vaccine appointment, OR
 - ii. A copy/screenshot of the employee's COVID-19 vaccination status from the [Wisconsin Registry of Immunization Registry](#) (WIR).OR
 - iii. A copy/screenshot from the employee's healthcare system patient profile
- b) Employees should submit proof of their COVID-19 vaccination by September 6, 2021
- c) Employees should submit proof of their COVID-19 vaccination using the online submission [form](#).
- d) DHR will verify employees' proof of vaccination submissions on a weekly basis. If there are issues with the submission, employees will be contacted by DHR to resolve the issue. If approved, payroll will be notified, and time will be posted to the Extra Bank in Dayforce in approximately 2-3 weeks from receipt of vaccination verification.

Note: Participation in the Vaccin8 program is completely voluntary, but employees must participate in order to receive the benefits. Further, while disclosure of your vaccine status in connection with this program is voluntary, supervisors may seek verification of an employee's vaccination status if required for staffing needs or as necessary consistent with industry health and safety requirements. Such requirements are separate from the Vaccin8 program and providing vaccination status to a supervisor is not a substitute for the procedures outlined above for submitting proof to receive recognition through the Vaccin8 program.

IV. Use of Extra Time

- a) An employee must use the additional paid time off in alignment with departmental procedures concerning the scheduling and approval of paid time off.
- b) All time must be recorded in the payroll system according to instructions provided by the Payroll staff of the Comptroller's Office.
- c) The COVID-19 Vaccination recognition extra time will pay out upon separation from the County in the same manner as Accrued Holiday.
- d) Extra time will be posted to employees PTO bank 2-3 weeks after proof of vaccination verification
- e) Extra time must be used by December 31, 2022

V. Vaccin8 Program Timelines

- a) **Vaccin8 Program Start Date:** Employees may begin submitting proof of their vaccination status at the effective date of this order, July 15, 2021.
- b) **Final Dose in Vaccine Series:** Employees should plan to receive their final dose in the vaccine series, meaning either the second dose of Pfizer or Moderna or the first dose of Johnson & Johnson's Janssen, by no later than September 6, 2021.
- c) **Vaccin8 Program End Date:** Employees must submit their proof of vaccination status no later than September 6, 2021.
- d) **Use of Extra Time Off:** The additional time off granted through the Vaccin8 program must be used no later than December 31, 2022. Time will automatically roll over to 2022 if unused in 2021.