

From: [Debra Garcia](#) on behalf of [Cindy Vyskocil](#)
To: [Debra Garcia](#)
Cc: [Cindy Vyskocil](#)
Subject: Important Message From the VCHR | Employee Vaccination Incentive Program
Date: Wednesday, August 11, 2021 4:34:32 PM
Attachments: [Voluntary COVID-19 Vaccination Disclosure - Employee Instructions \(August 2021\).pdf](#)
Importance: High

Colleagues,

SOCCCD is pleased to announce a new vaccination incentive program for District employees that will be recommended to the SOCCCD Board of Trustees for approval at the August 23, 2021 Board Meeting. Employees who meet specific eligibility requirements will receive \$1,000 (gross--per employee) if they produce verifiable evidence of vaccination. Eligible employees will be required to be currently employed on September 1, 2021 (see additional criteria below for PT faculty who will be working in spring 2022 only).

Vaccination records shall be subject to verification through the California database. It is the employee's responsibility to ensure that the State of California has the correct information related to the verification of your vaccination record. Unverified records will be deemed ineligible for the incentive, shall be fully investigated, and disciplinary action may be initiated if an employee is discovered to have submitted fraudulent/forged records.

Eligibility Information by Unit:

CSEA Unit Members

Each unit member employed on or before September 1, 2021, is eligible for the vaccination incentive so long as, on or before **November 1, 2021**, they provide proof of vaccination and sign the consent electronically within the District Workday system. If a unit member has already uploaded their vaccine card and signed the electronic consent form in Workday, no additional documentation is

required.

Faculty Association

- a. Full-Time Unit Members: Unit members employed on November 1, 2021 and who submit proof of vaccination and sign the electronic consent form through the District's Workday system **on or before November 1, 2021** shall be eligible to submit records and receive the incentive.

- b. Part-Time Unit Members: In order to be eligible for the incentive, part-

time unit members must submit acceptable proof of vaccination **on or before November 1, 2021** and be: 1) employed during the fall 2021 semester; or 2) have received an assignment letter for spring 2022. Part-time faculty not employed in fall 2021 but with spring 2022 assignments, will have their employment verified in February of 2022 and if eligible will receive their incentive in spring 2022.

Police Officer's Association

Each unit member employed as of September 1, 2021 and the seven (7) individuals currently designated as permanent substitute officers, are eligible for the vaccination incentive so long as, **on or before November 1, 2021**, they provide proof of vaccination and sign the consent form electronically within the District Workday system. If a unit member has already uploaded their vaccine card and signed the electronic consent form in Workday, no additional documentation is required.

Management Team

Each full-time manager employed as of September 1, 2021 is eligible for the vaccination incentive so long as, **on or before November 1, 2021**, they provide proof of vaccination and sign the consent form electronically within the District Workday system. If a manager has already uploaded their vaccine card and signed the electronic consent form in Workday, no additional effort is required.

Vaccination Records

Proof of vaccination status may be provided by unit members or eligible managers through any one of the following methods:

- a. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) that includes name of person vaccinated, type of vaccine provided and date last dose administered);
- b. Photo of a Vaccination Record Card as a separate document;
- c. Documentation of COVID-19 vaccination from a health care provider; or
- d. Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type. The QR code must also confirm the vaccine record as an official record of the state of California.

Unit members may retrieve digital vaccination records through CDPH at the following site: <https://myvaccinerecord.cdph.ca.gov/>

Instructions on how to upload your information and sign the consent form are attached above along with the signed agreements between the District and the unions. If you have specific questions please contact your union leadership or email HR Analyst Leilani Anselmo at lanselmo@socccd.edu.

Sincerely,

Cindy

Cindy Vyskocil, Ed.D.

Vice Chancellor, Human Resources

South Orange County Community College District

(949) 582-4698

Pronouns: She, Her, Hers