



*Office of the*  
**INDIAN RIVER COUNTY  
ADMINISTRATOR**

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Jason E. Brown, County Administrator  
Michael C. Zito, Assistant County Administrator

**MEMORANDUM**

**TO:** Members of the Board  
of County Commissioners

**FROM:** Jason E. Brown  
County Administrator

**DATE:** September 7, 2021

**SUBJECT:** Incentive for Employee COVID-19 Vaccination

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**Background**

Staff proposes providing a modest incentive for County employees to encourage vaccination against COVID-19 by offering additional vacation hours for all employees who are fully vaccinated and who receive vacation pay as part of the County's benefits package. Staff would propose that employees who provide Human Resources with documentation of full vaccination by December 1, 2021 be provided additional vacation hours based on their work schedule as follows:

- 56 hour work week would receive an additional 12 hours vacation
- 40 hour work week would receive an additional 8 hours vacation
- 37.5 hour work week would receive an additional 7.5 hours vacation

The additional vacation hours would be added to employee vacation leave balances effective with the January 2022 accrual process. If approved by the Board of County Commissioners, the County would provide notice of the proposed incentive to both the Teamsters and IAFF union representatives. If the unions are in agreement, the additional hours would extend to union employees as well as to non-union employees. The process would be voluntary for employees who wish to participate.

**Funding**

The cost of this benefit is not a hard cost in most work groups as there would not be additional pay provided to employees, however, it would result in lost time worked. For positions that require backfilling to maintain minimum staffing (e.g. Fire Rescue, lifeguards, water plant operators) this would result in additional costs to cover additional time off. Staff estimates that this additional leave time would carry a cost of approximately \$232,625.30 for the additional time off for all eligible employees. This amount would be the maximum possible cost as it is likely that not all employees will be vaccinated.

Excess funding from the CARES Act is available to fund this cost, and if approved by the Board, will be presented as an amendment to the CARES Act spending plan at a future meeting.

**Staff Recommendation**

Staff recommends that the Board authorize, effective with the January 2022 accrual process, the addition of vacation hours in the amount of either 12 hours, 8 hours, or 7.5 hours, based on the work week, for all eligible County employees who demonstrate that they have been fully vaccinated by December 1, 2021.