

Pawnee Nation
COVID Vaccination Incentive Program
Policy
August 24, 2021

To create a safe community and workplace, the Pawnee Nation utilizes the latest scientific research and the US Centers for Disease Control's recommendations. One recommendation is for every American to receive the COVID-19 vaccination. Pawnee Nation will provide an incentive for Pawnee Nation employees to receive their completed vaccinations against COVID-19.

I. Eligibility

- A. Employees of Pawnee Nation including PN Housing, TDC and PNC are eligible.
- B. Any Pawnee Nation Tribal employee who has received the vaccination(s) between December 12, 2020, and December 30, 2021, are eligible.
- C. All program participants must be vaccinated to receive incentives. A vaccination for program purposes is as follows: Johnson & Johnson after (1) injection. Pfizer-Biotech after (2) injections. Moderna after (2) injections. (Please note it takes up to two weeks to become fully vaccinated after last shot.)

II. Required Documents

- A. The COVID Office must receive a completed Master Application to receive the incentive, including all supporting documents found in the Master Application. No awards will be given unless the Master Application is completed.
- B. A copy of the program participants Official Vaccination record must be submitted before receiving payment.

III. Amount of Award

- A. Program participants that receive vaccinations after August 24, 2021, will be awarded the Vaccination Incentive of \$300.00.
- B. PN Employees who have been vaccinated prior to August 24, 2021, will be awarded \$150.00 and (16) hours administrative leave to be used by program end date of December 30, 2021.
- C. PN Entity employees who have been vaccinated prior to August 24, 2021, will be awarded \$150.00.

IV. Disbursement of award

- A. PN Employees will receive their award as an additional payroll check during the pay period that all documentation is received by the COVID Division the Thursday before that payroll is due the following Monday.
- B. PN Entities Employees receiving the award of \$150.00 will receive a check from their employer.
 - 1. PN entities will invoice the Pawnee Nation COVID division for the amount they spent on completed applications.
 - 2. PN entities will be responsible for the verification that all documents have been acquired and applications are complete. Failure to do so could result in non-payment.
 - 3. PN entities will send completed applications as separate files per employee that are labeled with employee name and contain completed application as well as vaccination record.

Vaccination Program Master Application

General Information

Applicant Name/ Employer

Employee Number

Date of Birth

Address, City, State, Zip Code

Contact Information

Phone Number

Email Address

Required Documents

Please provide a copy of your COVID 19 vaccination card. It is solely up to the participant to ensure all requested items have been received.

Signatory Consent

I _____ hereby attest all information within this application is accurate. I certify that I have been negatively affected by the Covid-19 pandemic. I further understand that submission of this application does not guarantee assistance and is non-binding.

Printed Name

Signature

Date

Office use only

Master Control Number