



COVID-19 Vaccine Incentive for UCA Employees

UCA Human Resources <humanresources@uca.edu>

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Reply-To: noreply@uca.edu

To: FS <fs@uca.edu>

President Houston Davis has authorized a one-time \$200 incentive to all full- and part-time employees who have been voluntarily vaccinated. This incentive mirrors the one that has been authorized for state government employees by Gov. Asa Hutchinson. The incentive is taxable and is available to all employees except student workers and graduate assistants.

To receive the vaccine incentive, employees must provide proof of having received at least one dose of an FDA-authorized COVID-19 vaccine: Pfizer BioNTech, Moderna or Janssen (Johnson & Johnson). Valid proof of COVID-19 vaccination includes any of the following:

- CDC COVID-19 Vaccination Record Card
- Insurance explanation of benefits (EOB)
- Arkansas Immunization Information System Record (WebIZ)
- Verified electronic medical record printout from a medical provider

Online Submission

To apply for the incentive, employees can use the [online submission form](#).

In-person Submission

Moriah Bruner, wellness coordinator, will be stationed at the Physical Plant Office to accept documentation from any full- or part-time employee at the following dates and times.

Wednesday, July 28: 10-11 a.m. and 3:30-4:30 p.m.

Wednesday, August 25: 10-11 a.m. and 3:30-4:30 p.m.

Wednesday, September 29: 10-11 a.m. and 3:30-4:30 p.m.

Important Reminders

- All full- and part-time UCA employees, family of employees, and all students may receive the COVID-19 vaccine through our UCA Student Health Clinic. The vaccines are free of charge and can be used for either the first or second Pfizer dose. Please call the Student Health Clinic at 501-450-3136 to schedule an appointment or receive additional information about the vaccine.
- The Pfizer-BioNTech vaccine and Moderna vaccine both need two shots to provide the most protection.
- BeWell participants earn 25 Lifestyle Rewards for the COVID-19 vaccine by submitting proof of vaccination to myHealthCheck360.

Timeline of Incentive Payout

Documentation Submission Deadline	Incentive Included on Paycheck
By 4:30 p.m., July 31, 2021	August 13, 2021
By 4:30 p.m., August 31, 2021	September 15, 2021

By 4:30 p.m., September 30, 2021

October 15, 2021

EEOC Notice

If you are unable to participate in this health-related activity required to earn the incentive, you may be entitled to a reasonable accommodation. You may request a reasonable alternative by contacting Moriah Bruner, wellness coordinator, at mbruner1@uca.edu or 501-852-2319 by September 15, 2021.

If you have any questions about this incentive, please contact Moriah Bruner, wellness coordinator, at mbruner1@uca.edu or 501-852-2319.

Sincerely,

Office of Human Resources and Risk Management