

Dear Faculty and Staff,

As we continue to navigate the fall semester, we want you to be well and successful at Allegany College of Maryland. It really will take all of us working together.

If you've made the decision to get vaccinated, we're glad you have. Thank you for protecting yourself and our college community.

For those who have opted to be vaccinated or who will be fully vaccinated by November 12th, the College will provide a \$100 financial incentive. The information collected on ACM vaccination rates will assist in policy and operational decisions. Submit your application with proof of your vaccination by November 12th online by completing the [Vaccination Incentive Application](#) or at the HR office in CC-168.

The attached Q&A provides detailed information about this financial incentive.

We strongly support and encourage vaccinations. Vaccinations reduce a person's risk of contracting the virus that cause COVID-19, including the Delta variant; they continue to be highly effective at preventing hospitalization and death; and vaccinated people appear to be infectious for a shorter period of time.

Please remember that unvaccinated individuals have a greater risk of contracting and spreading COVID-19. Talk with your medical provider about what may be holding you back. For some, the decision to not vaccinate comes from not understanding how the vaccines were created; this [video](#) from Johns Hopkins Bloomberg School of Public Health explains that process.

To show our ongoing advocacy for COVID-19 vaccinations, we will also offer a lottery of \$1,000 each to 5 (five) employees who are fully vaccinated and completed the application mentioned above. The lottery drawing will be on November 15th, 2021.

If you've been waiting to get your vaccine, now's your time to act. Visit [vaccines.gov](https://www.vaccines.gov) to find a clinic or site near you.

If you have any questions about the incentive or lottery, please contact an HR Team Member at hr@allegany.edu.

Thank you and have a wonderful day!

Dr. B



Allegany College of Maryland EMPLOYEE Vaccine Incentive Plan

FAQ
09/22/2021

Question	Answer
Am I eligible for the \$100 COVID-19 Vaccine Incentive and the lottery?	To be eligible employees must be fully vaccinated and apply by November 12, 2021 .
Are part time associates eligible for this \$100 COVID-19 Incentive and the lottery?	Absolutely! Please get vaccinated!
Are adjunct faculty and CE/Workforce Development Instructors eligible for the \$100 COVID-19 Incentive and the lottery?	Absolutely! Please get vaccinated!
Are student workers eligible for the \$100 COVID-19 Incentive and the lottery?	No, not for this incentive. However, students may participate in the Student Fall Vaccination Lottery and \$100 bookstore coupon.
Will I get the \$100 COVID-19 Vaccine Incentive and be entered for the lottery if I have already been fully vaccinated?	Yes – but you must submit your personal information and a copy of your COVID-19 Vaccination Record Card to Human Resources by the application deadline (either online or in-person in HR).
What if I lost my COVID-19 Vaccination Record Card?	You must provide some official form or proof to Human Resources. A doctor's note or CDC confirmation will suffice.
What if I got my first shot but have not gotten my second shot by the 11/12/2021 deadline?	You will not be eligible for the \$100 COVID-19 Vaccine Incentive or be entered into the lottery.
How do I submit my documentation?	Either complete the secure online Vaccine Incentive Form ; or complete a paper application in the HR office, and attach a copy of your vaccination card.
What happens to the copy of my vaccine record after it is submitted?	Vaccine records that are electronically submitted via the incentive form are securely sent to the HR Office and only accessible by HR. The forms are retained for the time required by the IRS, after which they will be permanently deleted. Copies of vaccine records received manually in HR will be uploaded into the secure folder and then destroyed.
What will ACM do with the information collected from this incentive?	ACM will use the aggregated data collected to inform institutional policy and operational decisions for the safety and well-being of all students, staff/faculty and visitors on our campuses.
What if I choose not to participate in this incentive program, regardless of my vaccination status? Will my employment with ACM be impacted?	No. ACM will not use individual data for purposes of compensation, discipline, terminations, promotions, training or other employment actions.
What if I choose to not get the COVID-19 Vaccine?	You will not be eligible for the \$100 COVID-19 Vaccine Incentive or be entered in the lottery.
What if I have a reason for not getting vaccinated?	You will not be eligible for the \$100 COVID-19 Vaccine Incentive or be entered in the lottery.
Is the money taxable?	Yes, both the incentive and the lottery are taxable.
When will the \$100 COVID-19 Vaccine Incentive be paid?	Employees who meet the deadline and provide supporting documentation of their vaccine by the deadline will be paid on December 10, 2021.
When will the Lottery be drawn and then paid?	The lottery drawing will be on November 15, 2021. It will be paid on December 10, 2021.
Will we have similar financial vaccine incentives in the future?	None are planned but we encourage you to follow the advice of your physician for vaccine schedules and boosters.
Can I transfer my \$100 to another employee or student?	No, this incentive is non-transferrable.
Can I add my \$100 to my supplemental retirement account?	No, this will not be permitted.
I still have questions. Who do I contact?	You can email hr@allegany.edu or call an HR Team Member.