**This FAQ has been created for general government human resource professionals to assist in answering questions about the one-time lump sum payments for voluntarily providing proof of up-to-date COVID-19 vaccination.** *Please refer to your respective collective bargaining agreement (CBA) for information regarding the COVID-19 up-to-date one-time lump sum payment for represented individuals (if applicable). If you have questions not covered by this FAQ or your agency’s CBAs, please contact your agency’s HR labor relations manager.*

1. **How are employees eligible for the COVID-19 one-time lump sum payment?**

If the employer is included in the funding for the incentive, eligible employees may qualify for a one-time lump sum payment if they provide their employer with proof of being “up-to-date” with their COVID-19 vaccination as recommended and defined by the CDC *at the time proof* is provided.  Proof may be provided between January 1, 2023, and December 31, 2023. Employees who have already verified proof of up-to-date status from January 1, 2023, to date do not need to reverify.

1. **Will my agency receive a list of employees eligible to receive the COVID-19 one-time lump sum payment?**

No, employers are responsible for verifying represented employees' eligibility based on the CBAs bargained by OFM that contain the COVID-19 one-time lump sum payment. For non-represented and exempt employees, employers are responsible for verifying employees’ eligibility based on whether funding was provided for this purpose.

Employers are also responsible for verifying employees’ proof of being up-to-date with their COVID-19 vaccination and tracking eligible employees based on CDC recommendations at the time proof is provided.

1. **Will the one-time lump sum for voluntarily providing proof of COVID-19 up-to-date status require manual keying by the agency in HRMS**?

It depends on agency preference. OFM is creating wage types for the various lump sum payments contained within the 2023-25 collective bargaining agreements and 2023-25 enacted operating budget. Agencies can manually enter the information or submit a Winshuttle request to the OFM Help Desk.

To ask OFM to input the lump sum payments, please submit a [PA30\_IT0015\_Create-1.xlsx](https://support.hrms.wa.gov/sites/default/files/public/resources/Windshuttle/PA30_IT0015_Create-1.xlsx) or [PA30\_IT0015\_Create\_WithAssignment-1.xlsx](https://support.hrms.wa.gov/sites/default/files/public/resources/Windshuttle/PA30_IT0015_Create_WithAssignment-1.xlsx) Winshuttle Spreadsheet to OFM Help Desk by day 2 of the payroll processing period to ensure processing within that payroll period. Payments can be made through the end of the year as employees have through December 31, 2023, to verify their up-to-date status with the COVID vaccination as recommended by CDC at the time proof is provided.

1. **For employees who are covered under a CBA, does an employee have to be a dues-paying member of the Union to be eligible for the COVID-19 up-to-date one-time lump sum payment?**

An eligible employee does not have to be a dues-paying member of a Union, but their position must be represented by a Union that has bargained the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination.

1. **Are part-time represented employees eligible for the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination? Is the lump sum prorated?**

It depends. If the CBA under which the part-time employee is covered contains the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination, the employee will qualify for the payment if they meet the requirements by providing their employer with proof of being “up-to-date” with their COVID-19 vaccination as recommended by the CDC at the time proof is provided. This one-time lump sum incentive is not prorated for part-time employment. Refer to the represented employee’s CBA for additional information.

1. **Are part-time non-represented employees eligible for the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination? Is the lump sum prorated?**

Yes, eligible part-time employees may qualify for the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination if they provide their employer with proof of being “up-to-date” with their COVID-19 vaccination as recommended by the CDC at the time proof is provided. This one-time lump sum incentive is not prorated for part-time employment.

1. **Are non-represented employees eligible for the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination?**

If the employer is included in the funding for the incentive, employees may qualify for the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination if they provide their employer with proof of being “up-to-date” with their COVID-19 vaccination as recommended by the CDC at the time proof is provided between January 1, 2023, and December 31, 2023. The amount is not prorated for part-time employment. Non-represented higher education employees are not eligible for the COVID-19 up-to-date one-time lump sum payment.

1. **Are employees in exempt positions eligible for the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination?**

If the employer is included in the funding for the incentive, exempt employees may qualify for the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination if they provide their employer with proof of being “up-to-date” with their COVID-19 vaccination as recommended by the CDC at the time proof is provided between January 1, 2023, and December 31, 2023. The amount is not prorated for part-time employment.

1. **If an eligible employee occupies more than one position within general government or higher education, will they receive multiple COVID-19 up-to-date lump sum payments?**

No, eligible employees will receive only one lump sum payment regardless of whether they occupy more than one position. Non-represented higher education employees are not eligible for the COVID-19 one-time lump sum payment.

1. **Who processes the payment for eligible employees who occupy more than one position within general government or higher education?**

The agency for the position for which an employee works the majority of their hours will be responsible for processing the lump sum payment. Payment eligibility is based on employees who provide their employer with proof of being “up-to-date” with their COVID-19 vaccination as recommended by the CDC at the time proof is provided. The lump sum payment will not exceed one thousand dollars ($1,000)**.** Non-represented higher education employees are not eligible for the recognition and retention lump sum payment.

1. **Will this lump sum be taxed?**

Yes, all mandatory deductions will be deducted from the one-time lump sum payment.

1. **Will this lump sum be included in employees’ earnings for retirement purposes?**

No. This payment is not reportable to retirement systems.

1. **Will union dues be deducted from represented employees’ lump sum payments?**

Employees covered under the OPEIU CBA should use Wage Type 1940 COVID Up-to-Date-Dues as this was the only union who chose to deduct dues. All other eligible represented employees covered under another CBA which bargained the incentive should use Wage Type 1901 COVID Up-to-Date-No Due.

1. **Which wage types should be used for non-represented employees?**

Wage Type 1901 COVID19 Up-to-Date-No Due for non-represented employees.

1. **Is the one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination the same between the various collective bargaining agreements?**

For CBAs bargained by OFM that contain the COVID-19 vaccination incentive, the amount is the same in each agreement ($1,000). Please refer to your specific CBA to determine if the incentive applies.

1. **Will an eligible employee receive a one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination if they leave state service before July 1, 2023?**

No, because the employee is no longer employed on July 1, 2023.

1. **Will an eligible employee receive a one-time lump sum payment for voluntarily providing proof of up-to-date COVID-19 vaccination if they leave state service *after* July 1, 2023?**

Yes, eligible employees who provided their employer with proof of being “up-to-date” with their COVID-19 vaccination as recommended by the CDC at the time proof is provided and are employed on July 1, 2023, will receive the one-time lump sum payment. The one-time lump sum payment does not need to be paid back if employees leave state service after July 1, 2023.