

Hawkeye Area Community Action Program, Inc.	Policy # 315
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COVID-19 Vaccine Incentive	Effective: March 25, 2021
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

To promote and encourage employees to receive a COVID-19 vaccine, HACAP will provide a one-time employee benefit that will provide any current employee with a \$25 gift card when the employee presents proof of their vaccination. This benefit is limited to one gift card per employee and will be awarded when the employee provides proof of vaccination completion. This policy expires on June 30, 2023

Standard Operating Procedure

Once a HACAP team member has completed the full COVID-19 vaccine and provides a copy of the COVID-19 Vaccination Record Card indicating completion of the vaccination, he/she will be given a \$25 gift card. For team members who are employed in the Head Start/Early Head Start department, the copy of the card should be sent the Head Start/Early Head Start Director at covvacheadstart@hacap.org. All other HACAP team members should send the copy of their card to the Human Resources Manager at covvavHR@hacap.org.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.