

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 13, 2021

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **MANDATORY COVID-19 VACCINATION ORDINANCE**

**RECOMMENDATIONS**

The City Administrative Officer (CAO) recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor, adopt the attached ordinance, approved as to form and legality by the City Attorney, amending the Los Angeles Administrative Code, to provide a mandatory COVID-19 vaccination policy for all City employees; and,
2. That the City Council authorize the City Controller and the CAO to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the ordinance.

**SUMMARY**

On July 28 and August 5, 2021, the Executive Employee Relations Committee (EERC) instructed the CAO to develop a mandatory COVID-19 vaccination policy for all current and future City employees. The goal of achieving a fully vaccinated workforce is driven by the desire to protect the health, safety, and well-being of the City's workforce and the public that it serves.

The EERC also instructed the CAO to initiate the meet and confer process with labor organizations over the effects of the policy. Discussions with labor organizations began August 6, 2021 and will continue for the duration of the implementation of this policy.

The attached ordinance mandates that all City employees be fully vaccinated or receive an approved medical or religious exemption no later than October 19, 2021. Thereafter, full vaccination or approved exemption will be a condition of continuous employment.

Key provisions of the proposed vaccination policy include:

- All current employees must be fully vaccinated against COVID-19 as a condition of employment or be granted a permissible exemption (discussed below).
  - The first of a two-dose vaccine must be administered by September 7, 2021.
  - The second of a two dose or single shot of a one-dose vaccine must be administered by October 5, 2021.
- Beginning October 5, 2021, any employee who is not fully vaccinated shall be required to complete an online vaccination training course.
- Effective October 20, 2021:
  - Newly hired employees shall be required to be vaccinated as a condition of employment.
  - New contracts executed by the City shall include provisions requiring that contractor employees be fully vaccinated.
- Exemptions from being fully vaccinated shall be granted to City employees for medical reasons or sincerely held religious beliefs, pursuant to proper documentation.
- Candidates seeking initial City employment, promotions, or transfers must be fully vaccinated or receive an exemption prior to the appointment, promotion, or transfer, a provision that will take effect subject to the completion of the bargaining process with affected unions.
- Employees who are unvaccinated for any reason shall, in compliance with City standards and notwithstanding public policy guidelines, continue to wear masks and adhere to physical distancing protocols while present at work locations.
- The City shall collect and monitor data as a means to assess progress towards the goal of achieving a fully vaccinated workforce. Data will be discussed with the EERC and labor organizations on an ongoing basis, which may help to inform and affect changes to the policy, including but not limited to additional ramifications for noncompliance as necessary.

## **FISCAL IMPACT**

The impact to the General Fund is unknown at this time. A large portion of any cost associated with this policy will be related to testing unvaccinated employees.