

To all LMG employees,

All LMG employees will receive a premium pay incentive in their December 3 paycheck for their support of LMG and the residents of Louisville during the COVID-19 pandemic. We cannot thank you enough for your continued dedication to Metro government and to the city of Louisville. As the Mayor stated in his announcement on October 26, 2021, the funds to pay these incentives will come from funds Metro received from the federal American Rescue Program. The Mayor also announced that all employees receiving an incentive will need to prove they are fully vaccinated against the COVID-19 virus or have on file a medical or religious exemption to vaccination approved by LMG in order to receive payment.

NOTE: If you submitted a declination form declining to submit your vaccination status to LMG HR, as previously requested, this declination does not count as an exemption. If you cannot demonstrate you are fully vaccinated, you must obtain an approved exemption in order to receive your full incentive.

All employees will receive an incentive of either \$500, \$1500, or \$5000, depending upon whether they are First Responders, essential employees, or were otherwise employed by LMG prior to June 11, 2021, and all tiers will be taxed.

Employees scheduled to receive a \$500 incentive, which will be paid in full in their December 3 paycheck, and who wish to be exempted from the vaccination requirement, must submit an exemption application to HR no later than Monday, November 22, 2021, to be considered for payment on December 3. All applications received after that date will be processed and if approved the employee will receive payment in the January 14, 2022, paycheck. Employees scheduled to receive a \$1500 or \$5000 incentive will receive the first half of their incentive in their December 3 paycheck regardless of their vaccination status. The second half of their incentive, to be paid in the June 3, 2022, pay cycle, will be dependent upon proof of full vaccination or an approved exemption. These employees may wait until November 22, 2021, or after to submit an exemption application.

The [Medical Exemption](#) and [Religious Exemption](#) applications are posted on the [MyMetro COVID-19 Updates page](#), and the instructions for completing are in the applications. Please read the instructions carefully, as attachments are required for both applications. Complete the application, attach required documents, and email the entire completed and signed application to HRCompliance@louisvilleky.gov by Monday, November 22, in order for the application to be reviewed. If your exemption application is approved, you will receive your full \$500 incentive payment on December 3. Applications received after this date will be processed and if approved, payment will be made on January 14 or June 3, 2022. If you do not have access to an LMG computer, contact your HR Rep to have a copy emailed to you, print out the application, complete it by hand, and email a scanned version and attachments to HRCompliance@louisvilleky.gov by November 22, or send to HR via interoffice mail or hand-delivery.

For those employees that are unvaccinated, if you receive your first vaccination on or before December 13 you could still qualify to receive your first payment in the January 14 paycheck.

We are still working with our quasi agencies (Waterfront Development, Sheriff's Office, Clerk's Office, etc.) to determine payment and to address any necessary MOUs. We thank you in advance for your patience as we work to issue payments.

Though many efforts have been made to correctly categorize employees into the appropriate tier, we recognize that there may be questions. Questions and/or concerns related to Premium Pay can be sent to IMTHR@louisvilleky.gov.

Again, THANK YOU for all that you do!