



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 14**

**INOCULATIONS**

These Administrative Instructions set forth City policy with respect to hepatitis B vaccine inoculations for non-bargaining personnel.

**INSTRUCTIONS**

Non-bargaining employees of the City who are exposed to increased risks of hepatitis B as a result of their duty requirements may receive, at City expense, appropriate immunizations for protection against this disease. This service will be authorized by the Personnel Director or his/her designee when the risk factor is considered sufficient to warrant such action.

This service will be performed by a physician hired by the City, by the Wood County Health Department, or by the employee's family physician, if that person is more readily available. The cost of the inoculation(s) will be paid directly to the provider by the City.

If an employee suffers a work-related injury, which is approved as a Workers' Compensation claim through the State of Ohio, and he/she requires either a tetanus or typhoid fever immunization and said shots are not authorized for payment through either the Bureau of Workers' Compensation or the City's insurance provider, then the City will pay for those inoculations also. The City's insurance plan will not pay for treatment associated with a work-related injury. Employees must first submit any claim for payment through the BWC, and if it is not covered then through the City's insurance plan.

Immunizations are voluntary and are provided for the protection of City workers, whose health and well-being impact directly on the welfare of the general public. Employees who are performing high risk duties will be encouraged to receive the inoculations.

  
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John B. Quirn, Mayor

February 9, 2001  
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Date