



Emergency COVID-19 Employee Vaccination Policy

October 13, 2021

Section 12.3

Employee COVID-19 Vaccine Requirement

All employees of the Nevada System of Higher Education must receive a verified and complete COVID-19 vaccination series on or before December 1, 2021

New hires must have a verified and complete COVID-19 vaccination series prior to starting employment



Disciplinary Procedures

Level 1 of 3

Applies to every employee who does not have a record of having completed a COVID-19 vaccination series.

Notice of Non-Compliance (Classified – Oral Warning) – Issued October 15

1. How to correct misinformation about vaccination status
2. Resources available to receive a vaccine
3. Ability to request a waiver
4. Warning that non-compliance leads to issue of notice of termination on December 1

Disciplinary Procedures

Level 2 of 3

Applies to every employee who does not have a record of having completed a COVID-19 vaccination series.

Notice of Warning (Classified – Written Reprimand) – Issued November 1

1. How to correct misinformation about vaccination status
2. Resources available to receive a vaccine
3. Ability to request a waiver
4. Warning that non-compliance leads to issue of notice of termination on December 1

Disciplinary Procedures

Level 3 of 3

Applies to every employee who does not have a record of having completed a COVID-19 vaccination series.

Notice of Termination (Classified – Suspension & Termination) – December 1

1. Termination on December 31, 2021 for non-compliance with the COVID-19 Vaccine requirement.
2. Information regarding request for reconsideration of Termination. How to correct misinformation about vaccination status
3. Effective date of termination is automatically stayed if religious or medical waiver is pending.

Request for Reconsideration

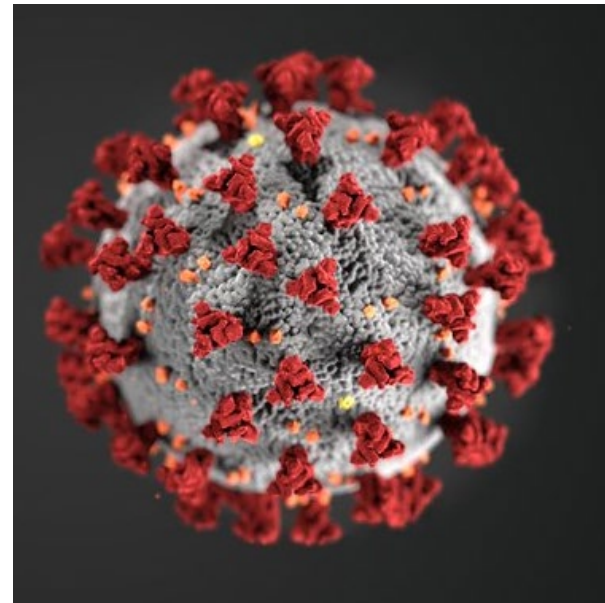
Employee receiving Notice of Termination may request **reconsideration based on a mistake of fact** regarding the employee's COVID-19 vaccination status.

Request for **reconsideration** must be in writing and submitted prior to December 31st



Request for Stay

After receiving a Notice of Termination, an employee may **request a stay** providing the employee presents documentation that the employee has received their first dose of a two-shot COVID-19 vaccine series.



Medical Condition Waiver

- ▶ Must be due to a pre-existing condition that presents a contraindication to the COVID-19 vaccination.
- ▶ Must be supported and signed by licensed medical provider.
- ▶ Must include a written statement describing the nature and duration of the employee's medical condition and how receiving a COVID-19 vaccine could cause unreasonable risk or harm.



Religious Belief Waiver



Sincerely held religious belief that prohibits the employee from receiving the COVID-19 vaccination must be supported by a written statement.

Waiver Review Committee

The committee shall consist of **three to five members** and include individuals with experience and/or expertise in:

- ▶ Human resources;
- ▶ Medicine and/or public health;
- ▶ Appropriate safety-related accommodations and implementation;
- ▶ Equal opportunity; and/or
- ▶ Other relevant areas of expertise.

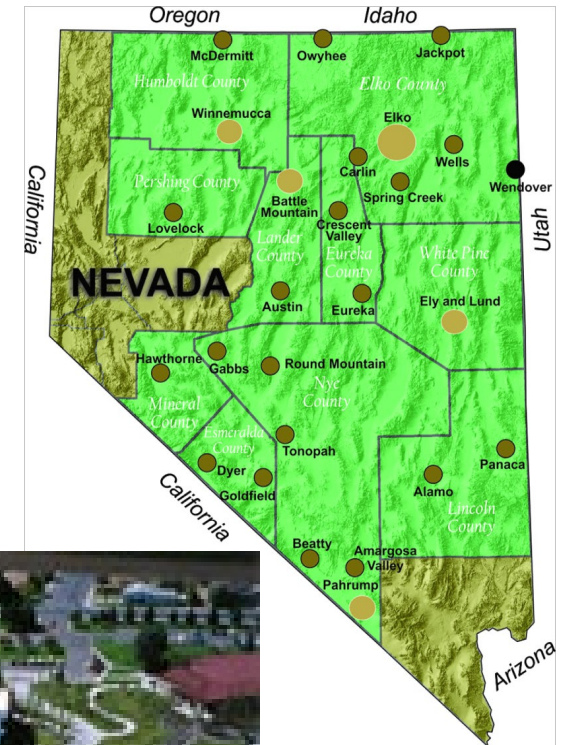


**Waiver requests must be received by
Wednesday, December 1,
2021**



Appeal of the Denial of a Waiver

- ▶ File appeal in writing within 7 days of the date of denial
- ▶ Review by the Office of the President
- ▶ Office of the President's decision regarding the appeal is final



Approved Waiver and COVID-19 Safety Protocols

Employees granted a waiver will be subject to reasonable and appropriate safety requirements.

Examples include:

- Wearing face coverings inside and/or outside
- Undergoing weekly COVID-19 testing
- Exclusion from the workplace under a COVID-19 outbreak or cluster
- Additional measures to mitigate risk



Request for Reinstatement

Academic, Administrative or Classified employee who is terminated may request to be reinstated to their former position within 30 days of termination date upon proof of a completed COVID-19 vaccination series.



Miscellaneous Provisions

- ▶ New hires must have a verified COVID-19 vaccination series or approved waiver prior to the first day of employment.
- ▶ Employees who exclusively work remotely pursuant to an approved agreement are not subject to this policy.
- ▶ Very few employees across NSHE will fall under the exclusively remote work section of the policy.
- ▶ Employees on Approved Leave between October 1 and December 31 shall not be subject to disciplinary procedures. Employee must have an a complete COVID-19 vaccination series or approved waiver request on file prior to the expiration of the leave.



Questions?