

Candidates for Employment Vaccination Guidance

as of November 5, 2021 – **SUBJECT TO CHANGE**

Job Postings

The following will continue to be included in all job postings:

University of Colorado policy requires that all employees be fully vaccinated by September 1, 2021, unless there is an exemption for medical or religious reasons. Exemptions vary by campus location/department.

Campus/Unit-Specific Exemptions:

- Anschutz Campus – Exemptions may potentially be approved for medical or religious reasons.
- Denver Campus - Exemptions may potentially be approved for medical, religious, or personal reasons.
- Consolidated/Central Services Administration – Will follow Anschutz campus policy.
- Consolidated/Central Services Administration (Denver only) – Will follow Denver campus policy.

This language can be tailored as necessary.

Selection Process Guidance

Anschutz/Central Services Administration (CSA)/Academic & Student Support services (ASA) on CU Anschutz Campus)

Being fully vaccinated (or obtaining exemption approval) during the verbal offer stage is considered a condition of employment.

- During the selection process, candidates can be reminded of the vaccination and exemption requirement, but no decision related to employment can be made based on voluntarily providing vaccination status.
- Questions related to vaccination status or exemption request must **only** be asked during the verbal offer stage.

To the finalist identified:

“I am interested in making an offer to you for the position of (POSITION TITLE). The proposed salary is _____ and proposed start date is _____. Before I am able to provide you with a written offer letter, I will need you to submit a copy of your vaccination card to (BUSINESS PARTNER NAME). You must be fully vaccinated (second dose administered if two dose protocol) prior to the proposed hire date.

The reason for this is to provide for a safe campus and protect our employees. The copy of the vaccination card you provide will be destroyed after verification.

Or, if you wish to pursue a religious or medical exemption, you must submit a request to the respective inbox that reviews and makes decisions on the requests within 48 hours of receiving the email with procedures for requesting an exemption or the verbal offer is considered withdrawn.

If you wish to request a medical exemption, please submit the request to: vaccine@cuanschutz.edu (include completed attached medical exemption request form)

- Medical exemptions are only granted for individuals that have a physician documented contraindication(s) to all available COVID vaccines per CDC recommendations.

- An accommodation will not be granted if the accommodation would unduly burden the health and safety of other individuals, patients, or the campus community.

Or – If you wish to request a religious exemption request, please submit the request to: vaccineverify@cuanschultz.edu (include completed attached religious exemption request form)

- A religious accommodation may be granted based on an employee’s religious beliefs.
- An accommodation will not be granted if the accommodation would unduly burden the health and safety of other individuals, patients, or the campus community.

Please note that – as of October 2021, 99.84% of employees have received a COVID-19 vaccine.

Process steps for submission of exemption requests:

- HR Business Partner will provide the link and applicable form to the candidate and complete the required information on the exemption request form to ensure notification of the determination prior to sharing with the candidate
 - Candidate completes the exemption request form (candidate must include their contact information) and sends completed form to appropriate e-mail box identified on the form and above
 - Upon receipt of all required documentation, the respective exemption team will review and make a determination on the request within 3 business days
 - Occupational Health will notify the HR Business Partner listed on the form of the medical exemption determination (approved or not approved)
 - The religious exemption request team will notify the HR Business Partner listed on the form of the determination (approved or not approved)
- During the verbal offer stage, the prospective employee (finalist candidate) must confirm that they:
 - 1) will be fully vaccinated on their first day of employment and provide a copy of their vaccination card prior to the official offer letter being shared
OR
 - 2) have an approved exemption prior to the official offer letter being shared.

Once the vaccine card is inspected/vaccination status is confirmed or an exemption request is approved, please follow the steps below:

- Provide an offer letter to the candidate
- Once a signed letter of offer is received, you can proceed with the hiring process including creating a Person of Interest (POI) or entering the hire into HCM (see flowchart below)
- Within 3 days of hire, have the employee document the vaccination status/exemption via the employee portal

If additional time is needed for the prospective employee to get fully vaccinated or complete the exemption approval process, the start date should be pushed out.

Denver and Academic & Student Administration (ASA) on the Denver campus

- During the selection process, candidates can be reminded of the vaccination and exemption requirement, but no decision related to employment can be made based on voluntarily providing vaccination status.
- ASA candidates who may, at any time, be expected to be present on the Anschutz campus must follow the Anschutz guidance and procedures above.
- Denver/ASA employees must disclose their vaccination status or request an exemption within three days of hire at:
<https://www.ucdenver.edu/coronavirus>

No delay in issuing an offer letter is required for Denver campus only candidates.

Please contact your [Employee Relations consultant](#) if you need help with these discussions. If you need further assistance in identifying that consultant, please contact human.resources@cuanschutz.edu.