



Responsible Office: Human Resources and Academic Personnel

Issued: September 2020

Revised: October 2020

A. PURPOSE AND SCOPE

Pursuant to **University of California Executive Order** issued on July 31, 2020, by President Napolitano, employees are to comply with the Flu Vaccination Program by taking one of the following actions no later than October 31, 2020:

- Receive the 2020-2021 flu vaccine
OR
- Obtain approved medical exemption
OR
- Complete the interactive process requesting disability or religious accommodations.

For these Guidelines employees are defined as faculty, staff and other academic appointees, including employees participating in the University's remote work program. The purpose of these Guidelines is to outline the process to comply with the Executive Order and to address non-compliance with the Executive Order.

UCI Health, ambulatory, and School of Medicine (SOM) employees who work at our Orange campus and/or ambulatory healthcare locations should follow flu vaccination protocols for UCI Health.

B. AUTHORITY AND RESPONSIBILITY

Department heads and supervisors are responsible for communicating the importance of adhering to these Guidelines. Department heads and supervisors will consult their assigned Human Resources Business Partner or the Academic Personnel Office, as issues arise.

C. GUIDELINES

All employees are to comply with the Flu Vaccination Program by October 31, 2020; however, see updated language under Non-compliance, below.

No employee may report to work on-site or access any facility at any location owned, operated, or otherwise controlled by the University unless vaccinated, allowed by an accommodation agreement, or on approved medical exemption (see Employee Medical Exemptions below). Employees working remotely are expected to observe these guidelines as a condition to accessing UC premises.

Newly hired employees with start dates of November 1, 2020 – April 30, 2021, will be required to provide proof of immunization during the onboarding process.

Reporting Immunization

Employees will notify the University once they have received the 2020-2021 flu shot by responding to the Flu Vaccination Reporting email with one of three possible responses:

- a. Yes – I have received the flu shot for FY 20-21
 - b. Not Yet – I have not yet received the flu shot but will do so by October 31, 2020
 - c. I am requesting an Exemption or Accommodation
- Individuals responding "Yes" will receive a confirmation email.
 - Individual responding "Not Yet" will receive an email with key dates and information about the Guidelines. Additionally, they will receive a follow-up email within 7 days.

- Individuals requesting Exemption or a Religious or Disability Accommodation will receive an email directing them to a website for appropriate next steps (see below).

Key staff within each unit/division will have access to dashboards to monitor compliance.

Request for Medical Exemption

Employees may request a medical exemption by:

- Responding to the Flu Vaccination Reporting email (see Reporting Immunization above) by selecting “I am requesting an Exemption or Accommodation”.
 - Employee will be directed to a website to access the [Medical Exemption Request Form](#).
 - The request is to be printed and completed (including the required healthcare provider confirmation).
 - Employee must submit the completed form AND supporting documentation to the Employee Experience Center (EEC) via email at eec@uci.edu.

Acceptable documentation to support the Request for Medical Exemption will come from the employee’s healthcare provider. Examples of acceptable supporting documentation include: A copy of your allergies showing the date of your allergy, the reaction, or a copy of a clinic note where you were evaluated for a flu reaction.

Examples of non-acceptable supporting documentation: A letter (the request form already serves as a standardized letter) or an excuse written on a prescription.

Processing Requests for Medical Exemptions

- Upon receipt of the request and supporting documentation, a representative from Human Resources (HR) or Academic Personnel (AP) will forward the documents to the UCI Authorized Healthcare Provider (AHCP).
- Requests are reviewed by the AHCP. Decisions from the AHCP will be forwarded to the HR or AP representative via the EEC.
- The HR or AP representative will then notify the employee and manager of the decision.
- Should there be an active infectious disease outbreak situation such as the COVID-19, individuals granted medical exemptions may not be allowed to come to campus (worksites). These decisions are determined on a case-by-case basis and in conjunction with public health officials with jurisdiction.

An employee whose medical exemption request has been denied may appeal the decision within 7 days to the local Immunization Exemption Appeals Officer (IEAO).

To submit an appeal, an employee must:

- Submit a written request for appeal to the AHCP.
- Include the documentation provided with the original Medical Exemption Request Form.

All requests for appeals are reviewed by the IEAO.

- Appeal decision must be made within 60 days and employee and manager are notified by AHCP.
- If appeal is denied, the employee has 15 days to comply by being immunized.

Request for Accommodation for Religious Beliefs

Individuals may request an accommodation based on a sincerely held religious belief.

Employees may request an accommodation for a sincerely held religious belief by:

- Responding to the Flu Vaccination Reporting email (see Reporting Immunization above) by selecting “I am requesting an Exemption or Accommodation”.
 - Employee will be directed to a website to access the [Request for Accommodation due to Religious Beliefs](#).
 - The request is to be printed and completed.
 - Employee must submit the completed form to the Employee Experience Center (EEC) via email at eec@uci.edu.

All requests for religious accommodation will be reviewed by a committee comprised of a representative from Human Resources, Academic Personnel, Campus Counsel and the Office of Equal Opportunity and Diversity.

- Accommodation decisions must be made within 60 days and employee and manager are notified by a representative from Human Resources or Academic Personnel.
- If the initial accommodation request is denied, the committee will engage in the interactive process with the employee.
- After engaging in the interactive process, if the University is unable to provide a reasonable accommodation without causing undue hardship, the employee has 15 days from notification of this decision to comply by being immunized.

Request for Accommodation for a Disability

Individuals may request an accommodation based on a disability.

Employees may request an accommodation for a disability by:

- Responding to the Flu Vaccination Reporting email (see Reporting Immunization above) by selecting “I am requesting an Exemption or Accommodation”.
 - Employee will be directed to a website to request an [Accommodation due to a Disability](#).
 - Employee should submit the request to the Employee Experience Center (EEC) via email at eec@uci.edu.

All requests for accommodation for a disability will be reviewed by a Disability Management Consultant.

- The Disability Management Consultant will reach out to the employee and their supervisor within 60 days to engage in the interactive process.
- After engaging in the interactive process, if the University is unable to provide a reasonable accommodation without causing undue hardship, employee and supervisor are notified by the Disability Management Consultant, and the employee has 15 days from notification to comply by being immunized.

Non-Compliance

Leaders are encouraged to meet and follow-up with employees on their steps to adhere to these Guidelines and ensure compliance.

Department and Unit administrators will manage compliance using the ServiceNow manager dashboard.

Employees who do not certify that they have received the 2020-2021 flu vaccine or have an approved exemption or accommodation will not have access to University facilities. If the inability to access University facilities affects an employee's ability to perform job functions, the supervisor will work with the employee to find alternatives so they can continue to work, but there may be consequences as determined by the employee's supervisor. ***No adverse action will be taken against any employee before November 16, 2020. Employees who are not compliant will be asked to wear a mask while they are on-site.***

Support

Staff should contact their department HR representative or HR Business Partner for more information.

Academic appointees (faculty and other academic appointees) may contact their department chair or MSO, Chief Personnel Officer, or the Academic Personnel Office for support.

D. REFERENCES

[UC Executive Order for Mandatory Flu Vaccinations](#)

[UC Flu Vaccination FAQ](#)

[CDC Guidelines](#)