

Northern Marianas College Procedure



Procedure No.: 5010.27 Procedure Title: Vaccinations for Employees
Issuing Date: 10/05/2021 Adoption Date: 10/05/2021 Effective Date: 10/05/2021
Revised Date: 12/27/2021
Office of Origin: Human Resources Office
Procedure Approval Authority: President
Board Policy No. associate with this procedure: 5010
This Procedure Supersedes/Replaces: Revised 12/27/2021

The written steps are necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description All employees of Northern Marianas College (NMC) are required to receive vaccinations as determined by the President.

Areas of Responsibility It is the responsibility of each employee to provide evidence that he/she has received to the Human Resources Office (HRO). To ensure confidentiality and HIPAA compliance, HRO shall be the only department that receives certified copies of an employee's vaccine card or an official document from a healthcare organization.

Procedure details **I. Vaccination Requirements & Administration**

All employees are required to receive vaccinations as determined by the President unless a reasonable accommodation is approved. The request for accommodations is explained further in this procedure.

Employees who are not in compliance with this procedure by the date determined by the President will be placed on unpaid leave until their employment status is determined by the HRO.

Employees will be notified by the HRO as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. The College will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own. Employees will be responsible for scheduling and obtaining all the recommended vaccines or doses. For the COVID-19 vaccine, you will be required to get the first dose, before returning to work.

All employees will be given 2 hours of paid time during the regular work week to get vaccinated. For offsite vaccinations, employees are to work with their managers to schedule an appropriate time to comply with this procedure.

II. Cost of Vaccines

Employees will be responsible to pay for all their vaccinations, as part of the conditions of employment.

The COVID-19 vaccinations are free, whether an individual has health insurance or not.

III. Proof of Vaccination

Before the stated deadlines to be vaccinated have expired, employees will be required to provide HRO either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. Proof of vaccination is required before an employee can report to work.

For COVID-19 Vaccine: A certified report from a health care provider or a completed Centers for Disease Control & Prevention (CDC) issued vaccination card that includes the employee's name, dates of doses, and the location of where the vaccine took place.

IV. COVID-19 Safety Protocols

All employees must adhere to College safety protocols as it relates to COVID-19. This procedure is designed to use in collaboration with and not as a substitute for COVID-19 preventive measures.

V. Reasonable Accommodation

Employees in need of an exemption from this procedure due to a medical reason must submit a completed Request for Accommodation form to the Human Resources Office to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Medical exemptions with reasonable accommodations may be granted for Employees with contraindications or precautions recognized by the U.S. Centers for Disease Control and Prevention, or the vaccine manufacturer. Requests for medical exemptions must also be certified by a licensed physician. Medical exemptions with accommodations that meet these requirements may be granted where they do not cause undue hardship to NMC, and do not create or increase the direct risk to the health and safety of others.

Exemptions based upon sincerely held religious belief will also be considered, and employees seeking this exemption should also submit the completed Request for Accommodation form to the Human Resources office to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Religious exemptions based upon sincerely held religious belief may be granted, with accommodations, where the exemptions do not cause undue hardship to NMC, and do not create or increase the direct risk to the health and safety of others.

All exemption and accommodation requests, whether medical or religious, will be considered on a case-by-case basis. Additional information, documentation, or evidence may be required in support of any request for exemption and accommodation.

Exemptions or accommodations may be modified or revoked at any time based on the needs of NMC, public health considerations, or other factors in the discretion of the President.

VI. Enforcement

Failure to comply with this procedure may warrant disciplinary action up to, and including termination of employment.

References

HR Policy 5010
Request for Accommodation Form - Medical Exemption
Request for Accommodation Form - Religious Exemption