COVID-19 Vaccine Policy Enforcement Protocol for Employees

- Employee vaccination status will be verified by visual review of CDC vaccination cards or other acceptable documentation. At this time, AU will not require employees to upload or provide copies of vaccination records for AU to retain. Other acceptable documentation includes:
  - A copy of the record of immunization from a health care provider or pharmacy
  - A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020)
  - A copy of medical records documenting the vaccination
  - A copy of immunization records from a public health or State immunization information system
  - A copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering vaccine.
  - An approved exemption email from Human Resources. An employee seeking an exemption request is strongly encouraged to submit it no later than November 15 to ensure timely review.

- HR Verifiers will conduct compliance verification.

  The Verification Process

  - Employees must present their identification at the time of verification.
  - Verifiers will review the card/documentation and confirm compliance status.
  - Verifiers will not make copies of any documentation that is presented.
  - At that time, an employee will be required to provide a signed attestation form certifying that the documentation presented is true/accurate and acknowledging that AU may require copies of cards/documentation at a later time.

- The visual review should be conducted in person, or virtually via Zoom/other video-meeting platforms. If conducted virtually, an employee may email the signed attestation form to their HR Verifier. However, an employee must not share any other documents via email.

Verification Opportunities

- Human Resources will hold in person verification stations for all employees at the following locations:
  - November 1, 2021, Taylor Center Room 222-223, 3:00 p.m. – 5:00 p.m.
  - November 2, 2021, Taylor Center Room 222-223, 8:00 a.m.-5:00 p.m.
  - November 3, 2021, Taylor Center Room 230, 8:00 a.m.-5:00 p.m.
  - November 4, 2021, Taylor Center Room 230, 8:00 a.m. -12:00 p.m.
  - November 5, 2021, Taylor Center Room, 230 8:00 a.m.-12:00 p.m. (Convocation will be livestreamed)

- Human Resources will hold virtual verification stations (in private zoom rooms) for all employees at the following locations. When dialing into the zoom room, you will wait until the reviewer pulls you into the room:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 2021</td>
<td>3:00 p.m. – 5:00 p.m.</td>
<td><a href="https://auburn.zoom.us/j/91469858954">https://auburn.zoom.us/j/91469858954</a></td>
</tr>
<tr>
<td>November 2, 2021</td>
<td>10:00 a.m. - 2:00 p.m.</td>
<td><a href="https://auburn.zoom.us/j/91469858954">https://auburn.zoom.us/j/91469858954</a></td>
</tr>
<tr>
<td>November 3, 2021</td>
<td>10:00 a.m. - 2:00 p.m.</td>
<td><a href="https://auburn.zoom.us/j/91469858954">https://auburn.zoom.us/j/91469858954</a></td>
</tr>
<tr>
<td>November 3, 2021</td>
<td>6:15 p.m. - 7:30 p.m.</td>
<td><a href="https://auburn.zoom.us/j/7211454722">https://auburn.zoom.us/j/7211454722</a></td>
</tr>
<tr>
<td>November 4, 2021</td>
<td>5:00 a.m. - 6:15 a.m.</td>
<td><a href="https://auburn.zoom.us/j/7211454722">https://auburn.zoom.us/j/7211454722</a></td>
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</tbody>
</table>
Administrative/Professional, University Staff, Temporary and Student Employees

- November 15, AUHR will send a pre-termination letter to employees who have not shown verification of compliance. This pre-termination letter is intended to satisfy the termination notice process, including an opportunity to provide documentation or information regarding an employee’s good faith effort to comply.
- Documentation also will include acknowledgment by an employee that s/he will be terminated absent timely compliance.
- Based on the documentation or information provided by an employee, Employee Relations will determine whether:
  - An employee will be terminated, effective Dec. 8, 2021, or,
  - An employee will be placed on leave without pay (LWOP), leave with pay, or provided with a temporary accommodation such that the employee can continue to work.
    - Circumstances are limited to the following:
      - An employee has received the first shot of a two-dose course.
      - An employee has received one/two shots and needs additional time to reach fully vaccinated status, or
      - Other extraordinary circumstances that do not jeopardize the university’s compliance with federal contracts
    - Dates will be tracked to ensure an employee fulfills their commitment for compliance in a timely manner.
    - If an employee is in Leave Without Pay (LWOP) status and submits verification of compliance, the department will return an employee to active pay status.
    - If an employee returns to active pay status by December 17, and is eligible, they will receive holiday pay.
- Terminations for Failure to Comply with the University’s Vaccination Policy are not grievable.
- Employees terminated as a result of Failing to Comply with the University’s Vaccination Policy, who later become compliant, may be eligible for rehire.

Faculty

- Faculty who have not shown verification of compliance will also receive a pre-termination letter.
- Faculty terminations (tenured, tenure track and non-tenure track) will be handled in accordance with the Faculty Handbook.

Employees Not Actively Receiving Pay

- Employees who are not actively working will be moved to Leave Without Pay (LWOP) status.
- **IMPORTANT:** Prior to returning to work, these employees must show verification of compliance.