

# STOCKTON UNIVERSITY



## PROCEDURE

### COVID-19 Vaccination Procedure for Employees

Procedure Administrator: Associate Vice President for Human Resources Authority:  
N.J.S.A. 18A:64-8

Effective Date: August 13, 2021; September 11, 2021; October 4, 2021; February 1,  
2022; June 23, 2022

Index Cross-References: Policy I-55: Campus Conduct Code; Policy I-67: Disability,  
Accessibility, and Reasonable Accommodations; Policy I-100.5: Emergency  
Operations Plan; Policy VI-10.6: Agreements Resulting from Collective  
Negotiations; Policy VI-27: Leaves of Absence; Procedure 6220: Disciplinary  
Matters; Procedure 6900: General Statement Concerning Environmental Health and  
Safety

Procedure File Number: 6335

Approved By: Dr. Harvey Kesselman, President

### I. PURPOSE

The purpose of this Procedure is to promote the health and safety of the University community. This Procedure may be modified by the University at any time based on public health guidance and to adapt to changing circumstances and operational needs, consistent with its commitment to maintaining a safe and healthy workplace.

### II. PROCEDURE STATEMENT

All Employees must receive and provide proof of being Fully Vaccinated with a COVID19 vaccine acceptable to Stockton University, as set forth in this Procedure. In addition, the University strongly recommends that all Employees receive booster shots when eligible in accordance with CDC guidance to be up to date with their COVID-19 vaccine. Employees must provide proof of being Fully Vaccinated by uploading a copy or photo of their vaccine card to the *goStockton* Portal.

Employees may request an exemption to this requirement based on a medical condition or sincerely held religious belief as detailed below. This Procedure does not apply to students, vendors, or visitors.

### III. DEFINITIONS

**COVID-19 vaccine acceptable to Stockton University** means any COVID-19 vaccine approved or having emergency use authorization from the United States Food and Drug

Administration (“FDA”) and COVID-19 vaccines that have been listed for emergency use by the World Health Organization (“WHO”). The complete current list is available on the United States Centers for Disease Control and Prevention (“CDC”) website.

**Employees** means all full-time and part-time employees and Temporary Employee Specialists (TES) of the University.

**Fully Vaccinated** means that at least two weeks have passed after receiving the second dose of a two-dose vaccine or the single dose of a one-dose vaccine. The definition of Fully Vaccinated is consistent with current guidance issued by the CDC.

**Medical Exemption** means being exempt for a medical reason. If an Employee claims an inability to receive the vaccine due to a medical condition (and is therefore seeking exemption from the vaccination requirement), the Employee must complete and submit to the Office of Human Resources the Employee COVID-19 Immunization Exemption/Extension Request Form along with supporting medical documentation. The Office of Human Resources will review and may engage in a discussion with the Employee or seek additional medical information and conduct an individualized assessment. The Office of Human Resources will then determine if the information provided supports approval of a medical exemption allowing the Employee to be present in the workplace with appropriate health and safety protocols.

**Record of Vaccination (or vaccine card)** refers to the COVID-19 Vaccination Record Card produced by the CDC, an immunization record produced by the state or foreign country where the vaccine was administered, or an immunization record from the medical office where the vaccine was administered. The vaccine card must include the name and date of birth of the individual vaccinated, the manufacturer and lot number(s) of the vaccine, the date(s) that the vaccine(s) were administered, and the location(s) where the vaccine(s) were administered.

**Religious Exemption** means being exempt for a sincerely held religious belief. If an Employee claims to be unable to receive a vaccine due to a sincerely held religious belief (and is thereby seeking an exemption to the vaccination requirement), the Employee must complete and submit the Employee COVID-19 Immunization Exemption/Extension Request Form. The Office of Human Resources will review the information provided and may engage in a discussion with the Employee, request additional supporting documentation, and conduct an individualized assessment. The Office of Human Resources will determine if the information provided supports approval of a religious exemption allowing the Employee to be present in the workplace with appropriate health and safety protocols.

**Up to Date** means a person is Fully Vaccinated and has received any booster dose(s) when eligible in accordance with CDC guidance and recommendations.

#### **IV. PROCEDURE**

All Employees must do one of the following: (1) provide proof that they are Fully Vaccinated by uploading a copy or photo of their vaccine card and entering their vaccine information via the University *goStockton Portal*; (2) request an exemption to the

requirement to be Fully Vaccinated based on their own medical condition or sincerely held religious belief by completing and submitting the Employee COVID-19 Immunization Exemption/Extension Request Form; or (3) request an extension to be Fully Vaccinated by submitting the Employee COVID-19 Immunization Exemption/Extension Request Form.

The University strongly recommends that all Employees who have not been granted an Extension or Exemption (Medical or Religious), to be Fully Vaccinated or receive booster doses when eligible in accordance with CDC recommendations to be up to date with their COVID-19 vaccine. Employees who are up to date with their COVID-19 vaccine should upload a copy or photo of their vaccine card and enter their vaccine information via the University *goStockton Portal*.

When entering vaccine information in the University *goStockton Portal*, Employees may enter each dose at separate times or may enter different doses at one time. Employees should take an electronic photo or scan their vaccine card to upload into the University *goStockton Portal*. The Office of Human Resources will review each vaccination card to verify accuracy. Falsification of vaccine information will subject an Employee to discipline up to and including termination of employment. In addition, the submission of falsified vaccination records is a crime subject to reporting and prosecution under federal and State laws.

Individuals receiving offers of employment must provide proof that they are Fully Vaccinated with a COVID-19 vaccine acceptable to Stockton University or request an extension or exemption prior to their employment start date. If not yet Fully Vaccinated, these individuals must provide proof of an appointment to get vaccinated to the Office of Human Resources and/or affirm the date by which they will be Fully Vaccinated, or provide receipt of vaccine exemption or extension granted by the Office of Human Resources.

Individuals receiving offers of employment from the University who do not timely comply with this Procedure will have the offer of employment rescinded.

### **Exemption, Reasonable Accommodation and Extension**

This Procedure allows Employees to request exemption or extension to be Fully Vaccinated based upon qualifying and documented medical or religious reasons. Employees are encouraged to submit their requests as soon as possible.

Employees requesting an exemption to be Fully Vaccinated must complete and submit the Employee COVID-19 Immunization Exemption/Extension Request Form available on the Office of Human Resources webpage. When completing this form, the Employee must identify the reason for such request – specifically, their medical condition or sincerely held religious belief, along with any required or necessary supporting documentation.

The Office of Human Resources will review the request and consult with the ADA/504 Coordinator where necessary or appropriate. If the exemption is granted to enable an Employee who is unvaccinated to be present at their University workplace, the Employee

must comply with the requirements for unvaccinated individuals in the section below related to “Public Health Requirements for Employees”. Reasonable accommodations will be granted where they do not create an undue hardship for the University and/or do not pose a direct threat to the health or safety of others in the workplace. Working remotely may not be an alternative for Employees who are unvaccinated and may not be available to those granted a Medical or Religious Exemption.

The Office of Human Resources may deny the request for exemption and/or accommodation with an explanation of the reason for the denial. If requested by the Office of Human Resources, an Employee may submit additional information within (5) five business days of receipt of the decision from the Office of Human Resources denying the request for an exemption and/or accommodation.

Disputes by Employees who are members of CWA, IFPTE or NJPBA over whether the Employee qualifies for a religious or medical exemption will be subject to law and, if applicable, the terms of the applicable Memorandum of Agreement Regarding Vaccinations at State Colleges and Universities between the State and CWA, IFPTE and NJPBA, respectively.

Employees may submit a request for an extension of the required date to be Fully Vaccinated by completing and submitting the Employee COVID-19 Immunization Exemption/Extension Request Form. The Office of Human Resources will review the request for an extension and may request additional information.

### **Requests for and Use of Leave Under This Procedure**

In cases where an Employee is not Fully Vaccinated in accordance with this Procedure and has been denied a medical or religious exemption or extension, the Employee may submit a request to the Office of Human Resources to take unpaid leave under this Procedure for no more than 30 calendar days. The Employee must provide the University with documentation of being Fully Vaccinated during the leave period.

## **V. PUBLIC HEALTH REQUIREMENTS FOR EMPLOYEES**

While the University is requiring COVID vaccination for Employees, there will be members of the University community who may not be vaccinated. Until further notice, as of the effective date of this Procedure the University will require all unvaccinated Employees to take actions intended to mitigate risk whenever they are on-campus as set forth below.

### **If You Are Up to Date with the COVID-19 Vaccine:**

If you are up to date with the COVID-19 vaccine, you:

- Do not have to wear a mask (but are welcome to if you choose), ***unless otherwise required by University directive, federal and State order or guidance. Current masking requirements are found on the Stockton COVID-19 Updates webpage.***

- Do not need to complete the University's Daily Health Pledge.
- Do not need to be tested regularly.
- Do not need to quarantine if you come into contact with a positive individual, unless you have symptoms of COVID-19, or are instructed otherwise by local, State, or federal public health officials.

**If You Are Unvaccinated or Not Up to Date with the COVID-19 Vaccine:**

If you are unvaccinated or not up to date with the COVID-19 vaccine, **you are required to:**

- Wear a mask indoors at all times and while outdoors in crowded spaces.
- Maintain physical distancing where possible.
- Frequently wash and/or sanitize hands.
- Complete the University's Daily Health Pledge and cooperate with University and health professionals for contact tracing.
- Submit to regular on-campus COVID-19 testing as required by the University.
- Self-isolate if you test positive or self-quarantine if you come into contact with an individual who tests positive for COVID-19.
- During the isolation/quarantine period you may be required to use accrued and unused sick or vacation time or take leave without pay.
- In the event of a COVID-19 outbreak in an Employee's work area or at the University, an Employee who has been approved for a Medical Exemption or Religious Exemption or received an extension from immunization may be temporarily relocated to another area on campus or, if necessary, may not be allowed on campus until the outbreak is declared over.

**VI. VACCINATION BOOSTER SHOTS**

Compliance under this Procedure may require recurrent vaccinations or boosters on an annual or recurring basis to be up to date and consistent with public health and licensing authorities, and guidance and recommendations from the CDC or the United States Food and Drug Administration. The University will continue to monitor available information surrounding COVID-19 and will modify our health and safety practices as appropriate.

**VII. VIOLATIONS**

Employees will be in violation of this Procedure:

- If by the applicable date(s) set forth in this Procedure, an Employee fails to: (1) upload a copy or photo of their vaccine card to provide proof that the Employee is Fully Vaccinated and enter their vaccine information via the University *goStockton Portal*; or (2) request and receive an extension or exemption to be Fully Vaccinated based on their own medical condition or sincerely held religious belief by timely completion and submission of the Employee COVID-19 Immunization Exemption/Extension Request Form found on the University link.

- If an Employee provides false information to the University relating to their vaccine card or request for a Medical Exemption, Religious Exemption or extension.
- If an Employee fails to comply with the requirements in the section entitled “Public Health Requirements for Employees” and other related University health and safety protocols and directives.

Employees found to be in violation of this Procedure will be subject to discipline up to and including termination in accordance with applicable University policies, and applicable memorandum of agreement(s) regarding COVID-19 vaccinations and collective bargaining agreement(s). In addition, Employees providing false vaccine cards are subject to criminal prosecution by local, State, or federal law enforcement authorities.

**VIII. ADOPTION**

This Procedure was adopted in accordance with (a) the laws of the State of New Jersey, (b) the July 29, 2021, Memorandum of Agreement Mandatory Covid-19 Vaccination Policy Impact between the University and The Stockton Federal of Teachers, as amended and supplemented, (c) the September 29, 2021, Memorandum of Agreement The State of New Jersey and the Communications Workers of America, AFL-CIO Regarding Vaccinations at State Colleges and Universities, (d) the September 27, 2021, Memorandum of Agreement The State of New Jersey and the International Federation of Professional & Technical Engineers Local 195 Regarding Vaccinations at State Colleges and Universities, and (e) the October 4, 2021, “Memorandum of Agreement The State of New Jersey and the State Law Enforcement Unit Regarding Vaccinations at State Colleges and Universities”.

Review History:

	Date
Procedure Administrator	06/20/2022
Divisional Executive	06/20/2022
General Counsel	06/20/2022
Cabinet	06/23/2022
President	06/23/2022