



## DEPARTMENT OF EMPLOYEE RELATIONS

*Issued January 21, 2021; revised May 4, 2022*

### **COVID-19 VACCINATION POLICY FOR CITY OF MILWAUKEE EMPLOYEES**

#### **1. Purpose**

In accordance with the City of Milwaukee's duty to provide and maintain a workplace that is free of known hazards, this policy is adopted to safeguard the health of our employees and their families; our customers and visitors; and the community at large from COVID-19 infections that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

#### **2. Scope**

This policy applies to all general city employees, including temporary employees and interns. Section 7 of this policy applies to candidates for employment (i.e. candidates who have received an employment offer), including candidates for temporary appointments or regular internships. Section 6 of this policy, Booster Incentive, applies to sworn and general city employees.

#### **3. Procedures**

This policy requires City of Milwaukee employees to provide proof of COVID-19 vaccination, with the exception of employees with approved reasonable accommodations, before the stated vaccination deadlines have expired. Employees must provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. Acceptable proof includes a COVID-19 vaccination card, a letter from a doctor, or a copy of immunization registry via <https://www.dhfwir.org/PR/clientSearch.do?language=en>.

Employees are required to submit proof of vaccination using PeopleSoft Self Service.

This vaccine requirement applies to all employees regardless of current or previous COVID-19 infection status.

Employees are considered vaccinated after receiving:

- The second dose in a 2 series, such as the Pfizer or Moderna vaccines, or
- The single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Regardless of vaccination status, employees are required to follow the City's current [Face Covering Requirement Policy](#).

Employees are permitted to receive the vaccination while on paid work time and departments must provide flexibility in scheduling to allow employees to receive the vaccination during their scheduled work hours. General city employees should use Miscellaneous Unapplied Time (069) when scheduling their vaccination appointment during work time.

If an employee is unable to work and requires time off because of severe vaccination side effects, beyond the time constraints allowed under Chapter 350-37-1-b, the employee may file a worker's compensation claim. Employees experiencing side effects from the vaccine should reference the [COVID-19 Policy and Administrative Guidelines](#) for guidance on returning to work.

Employee information requests and disclosures related to this policy should be limited to vaccination status only and should not include any additional medical information. All vaccination documentation will be maintained confidentially and will be separated from documents in employee personnel files.

#### **4. Reasonable Accommodation**

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, must submit a completed Request for Accommodation form and supporting documentation that verifies the need for the accommodation to their Departmental Personnel Officer to begin the interactive accommodation process as soon as possible.

Links to forms:

[Disability Accommodation Request Form](#)

[Religious Accommodation Request Form](#)

Accommodations will be granted where they do not cause undue hardship or pose a direct threat to the health and safety of others. Each employee's request for accommodation will be evaluated on a case by case basis.

Employees with approved accommodations will be subject to discipline for non-compliance with the requirements of the accommodation. The first incident of non-compliance will result in a warning. The second incident of non-compliance will result in a 30 working day suspension. A third incident of non-compliance will result in discharge. All incidents of non-compliance will drop off of the employee's record at the start of each calendar year.

#### **5. Non-Compliance**

Employees have until Friday, October 29, 2021 to either provide proof of COVID-19 vaccination or obtain an approved reasonable accommodation. Employees returning from leave will be required to be vaccinated and upload a copy of their proof of vaccination within ten business days of their return to work or obtain an approved reasonable accommodation.

Employees who fail to provide proof of vaccination or an approved reasonable accommodation by the deadline will no longer meet the conditions of employment for the City of Milwaukee and will be suspended for up to 30 working days. Should the employee provide proof of vaccination during the suspension, the remainder of the suspension would be held in abeyance starting the

next business day. Employees enrolled in certain City benefits such as health, dental and vision insurance will have benefits through the end of the month in which they are suspended and will be offered COBRA coverage at the beginning of the following month.

Further noncompliance with this policy will result in discharge.

Employees may direct any questions regarding this policy to their Department Personnel Officer(s).

## **6. Booster Incentive**

Benefit eligible general city and sworn employees will receive an incentive of paid time off for receiving a COVID-19 vaccination booster and submitting proof into employee self-service by June 30, 2022. A COVID-19 vaccination booster is defined as a third dose in a two dose series or a second dose in a one dose series. Documentation must reflect all COVID-19 vaccines received.

Full time employees who submit proof of a COVID-19 vaccination booster will receive eight hours of paid time off. Part time employees will receive a prorated amount of paid time off based on their standard work hours per week.

An employee's length of employment does not determine eligibility for the booster incentive. Employees who start their employment with the City of Milwaukee after June 30, 2022 are not eligible for the incentive. Employees who are currently employed by the City and leave City employment before June 30, 2022 are not eligible for the incentive.

COVID-19 booster incentive paid time off hours will be deposited in an employee's Sick Leave Control Incentive Program (SLCIP) bank of time. The hours must be used by Pay Period 26, 2022 (December 24, 2022), or the hours will be lost. The time must be used in accordance with department protocols on vacation time, including advance request and approval for the time off.

Audits will be performed on booster vaccination submission materials and if it is determined that an employee's documentation has been falsified, the employee will lose the paid time off hours and may be subject to discipline.

## **7. Procedures for Candidates**

### **A. Vaccine Requirement**

Candidates for employment are required to have received either both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine prior to their employment start date, or have an approved religious or medical accommodation prior to their employment start date.

Unless a job candidate has an approved religious or medical accommodation from the City of Milwaukee (see below), the job candidate must submit the Vaccination Attestation form prior to their employment start date.

Link to form:

## Vaccine Attestation

Once the new employee starts working for the City, they must upload the vaccination verification documentation to the human resources information system within ten business days of the employee's start date. Acceptable proof of vaccination status includes a COVID-19 vaccination card, a letter from a doctor, or a copy of immunization registry via <https://www.dhfwir.org/PR/clientSearch.do?language=en>.

New employees who are not complaint with this policy will be terminated.

### B. Reasonable Accommodation

Employment candidates in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, must submit a completed Request for Accommodation form and supporting documentation that verifies the need for the accommodation. The completed form and supporting documentation must be submitted immediately following the employment offer in order to commence the interactive process.

Links to forms:

[Disability Accommodation Request Form](#)

[Religious Accommodation Request Form](#)

Accommodations will be granted where they do not cause undue hardship or pose a direct threat to the health and safety of others. Each employment candidate's request for accommodation will be evaluated on a case by case basis.

Candidates for employment must receive a determination relative to whether their medical or religious accommodation is approved prior to their employment state date. If the accommodation request is not approved, the candidate for employment must receive either both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine and submit the Vaccination Attestation form prior to his/her employment start date or the employment offer will be revoked. The extension of an employment start date is at the discretion of the hiring authority.