



# Faculty/Staff Vaccine Noncompliance & Discipline



Compliance with the COVID-19 vaccination mandate is our most effective mechanism of mitigating the spread of COVID-19 on our campus. The guidance below provides further details and compliance expectations associated with the vaccine mandate, and serves to assist departments in managing compliance for faculty and staff.

## ***Requirements for Faculty/Staff Who are Vaccinated***

Faculty and staff who will be on campus this Fall must receive their first dose of a COVID-19 vaccine (or the single-dose Johnson & Johnson vaccine) by **September 3, 2021**. The second dose of a two-dose regimen must be completed by **October 1, 2021**. New hires are already required to be vaccinated against COVID-19 prior to their start date. Masks are still required indoors and outdoors while on campus regardless of vaccination status.

All faculty and staff who are vaccinated must show proof of vaccination by uploading the front and back of your vaccination card to Workday.

## ***Employees should use the following [instructions](#) to upload your vaccination documentation:***

- On the desktop version of Workday, click the COVID vaccination card upload icon.
- Click the “maintain my worker documents” hyperlink and follow the instructions to add your COVID-19 vaccination card. The front and back of the card must be uploaded for a submission to be complete. Save the image of the vaccination card on your computer prior to uploading the files to the portal.

## **Requirements and Consequences for Faculty/Staff Who are Not Vaccinated**

All faculty and staff who are unvaccinated or partially vaccinated, and have a medical or religious exemption, following the October 9 deadline are required to follow these health and safety requirements:

- Wear a mask indoors at all times and in all other areas designated for mask wearing;
- Complete once-weekly COVID testing, regardless of vaccine status, beginning August 23 at the Howard University Hospital, Towers Building, Suite 3600 (Monday – Thursday, 9 – 11:30 a.m. and 1 - 4 p.m., and Friday from 9 – 11:30 a.m.);
- Complete regular daily symptom screening using the Self-Assessment Tool through the Bison Safe app.

In addition to mandatory compliance with the noted health/safety protocols, a faculty or staff member who does not have a valid medical or religious exemption and who has not complied with the vaccine requirement following the deadline will also be subject to the following:

- Unvaccinated faculty/staff will not be approved for institution-sponsored travel.
- Unvaccinated faculty/staff will not be granted the privilege of submitting a telework request.
- Faculty/Staff who are not granted an exemption and who remain unvaccinated following the deadline, will receive a written reprimand (Staff) or Letter of Censure (Faculty) for failure to follow institution policy. This action is in recognition of failure to comply with the mandate, but will not be used as a basis for subsequent discipline unless there is additional failure to comply with the required health/safety protocols. The University will rescind this action upon proof of full vaccination.

### ***Health and Safety Noncompliance for Faculty/Staff***

While all health/safety protocols are important and will be enforced, compliance with the testing protocol will be strictly monitored by daily reports provided to OHR. Accordingly, faculty/staff can expect any failure to schedule a test or missed test to be considered an occurrence of noncompliance. The Bison Safe Self-Assessment and masking compliance will be monitored concurrently, and supervisors/managers must consult with their appropriate OHR contact to determine if individual Bison Safe Self-Assessment or masking infractions will constitute an occurrence of noncompliance.

For the purpose of this guidance, noncompliance is further defined as any behavior that fails to comply with the University's COVID-related health and safety requirements for the workplace (i.e. Vaccination, masking, Bison Safe Self-Assessment, testing), which, if continued, could undermine the University's ability to safeguard the health and safety of the University community.

Noncompliance does not include inadvertent or isolated deviations from the established rules, unless failing to schedule or missing a scheduled test. In the case of inadvertent or isolated instances, the supervisor should first listen to the staff member's reasoning for not complying. The supervisor should re-state the health and safety requirement and the consequences for noncompliance.

### ***Schedule of Progressive Discipline***

For continued occurrences of noncompliance, the schedule of disciplinary action below will be followed:

#### **Non-Exempt staff**

- 1st occurrence - Verbal notice (documented to file)
- 2nd occurrence - Written reprimand (which may include a suspension)
- 3rd occurrence – Termination

#### **Exempt staff**

- 1st occurrence - Verbal notice (documented to file)
- 2nd occurrence - Written reprimand (which may include a suspension)
- 3rd occurrence – Termination

#### **Faculty**

- 1st occurrence - Verbal notice (documented to file)
- 2nd occurrence - Written reprimand (which may include a suspension)
- 3rd occurrence – Termination

#### **Contingent workers (e.g. consultants/contractors etc.) who work on campus**

- 1st occurrence - Verbal notice (documented to file)
- 2nd occurrence - Written reprimand (which may include a suspension)
- 3rd occurrence – Termination on contract

***\*\*Note that the University reserves the right to bypass steps in this progressive disciplinary schedule in the event of severe noncompliance, including, but not limited to failure to complete consecutive required tests\*\****

OHR will centrally administer and enforce the noncompliance directives, but department managers and supervisors should also work with appropriate OHR personnel to address noncompliance. Supervisors should remind their teams that following health and safety rules helps to ensure the safety of all members of the campus community as well as their families and friends and will assist with implementing progressive discipline.

OHR will assist departments with drafting disciplinary action documents for issuance to employees and otherwise reviewing cases of noncompliance.

Any disciplinary action taken may be reviewed through the relevant grievance/appeal or review procedure.

***Reporting of Noncompliance***

Any member of the University community may report deviations from safety practices. Reports should be directed to the appropriate supervisor or department contact for follow up. If an employee prefers to make an anonymous report, they may access the University's NAVEX Global (EthicsPoint) anonymous ethics and compliance hotline, (Website: [howard.ethicspoint.com](http://howard.ethicspoint.com);

Mobile: [howardmobile.ethicspoint.com](http://howardmobile.ethicspoint.com); and Telephone: 844-944-3408) which is available 24/7.

***No Retaliation***

There will be no retaliation against any member of the University community for good faith reporting of perceived noncompliance by University staff members.