



Mandatory COVID-19 Vaccination Policy for Faculty and Staff

Effective: May 31, 2021

Purpose

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, Xavier University of Louisiana ("Xavier") has adopted this policy to safeguard the health and well-being of employees and their families; our students and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program. This policy is intended to comply with all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Scope

This policy applies to all employees including all staff and faculty.

Policy

All employees covered by this policy must receive the COVID-19 vaccine and provide Xavier proof of compliance. Employees may obtain the COVID-19 vaccines from their health care provider, pharmacies, and other health care facilities. Some individuals may have already received the COVID-19 vaccine.

Xavier requires all active employees to receive the COVID-19 vaccine on or before July 15, 2021. All new hires are required to comply with the vaccine policy and start dates will coincide with health clearance. Temporary health clearance may be granted by the Associate Vice President of Human Resources for immediate hires to include special testing protocols and masking requirements until full vaccination is achieved. Those who do not timely establish that they have received the vaccine or have not timely made a request for exemption as detailed in the below section will be placed on an unpaid leave of absence until proof of vaccination is provided.

To establish that they have received a vaccination, employees must present written evidence of immunization from the designated site or from another authorized healthcare provider. Written proof must be uploaded into a secure electronic location provided by Xavier. Providing proof of vaccination in an alternative manner will be available for those who cannot electronically upload the vaccination documentation.

Xavier will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations.

Requests for Exemptions as Accommodations

To assist any employee who declines a vaccination and has a disability and/or qualifying medical condition on the basis of sincerely held religious beliefs and practices, Xavier will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for Xavier and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please notify the Director of Human Resources in writing. The Office of Human Resources is located in room 410, Xavier South. Once Xavier is aware of the need for an accommodation, Xavier will engage in an interactive process to identify possible and reasonable accommodations. One possible reasonable accommodation may be wearing an approved face covering. If you believe that you have been treated in a manner not in accordance with this policy, please notify Xavier immediately by speaking to the Associate Vice President of Human Resources. You may request an accommodation without fear of retaliation.

Consequences for Noncompliance

Employees who fail to comply with this policy without an approved exemption may be subject to disciplinary action, up to and including termination [consistent with the terms of the Faculty and Staff Handbooks].

Contact Information for Questions

Associate Vice President of Human Resources