

# Candidates for Employment

## Vaccination Guidance

as of February 23, 2022 – **SUBJECT TO CHANGE**

University of Colorado Denver (CU Denver) policy requires that all employees be fully vaccinated by September 1, 2021. In addition, CU Denver highly recommends employees receive booster shots for those specific vaccines, as required or recommended by the World Health Organization or Centers for Disease Control, unless there is an exemption for medical or religious reasons. Exemptions vary by campus location/department.

### Job Postings

The following will continue to be included in all job postings:

CU Denver - Exemptions may potentially be approved for medical, religious, or personal reasons.

This language can be tailored as necessary.

### Selection Process Guidance

- During the selection process, candidates can be reminded of the vaccination and exemption requirement, but no decision related to employment can be made based on voluntarily providing vaccination status.
- Questions related to vaccination status or exemption request must **only** be asked during the verbal offer stage.

### To the finalist identified:

"I am interested in making an offer to you for the position of (POSITION TITLE). The proposed salary is \_\_\_\_\_ and proposed start date is \_\_\_\_\_. Before I am able to provide you with a written offer letter, I will need you to submit a copy of your vaccination card to (BUSINESS PARTNER NAME). You must be fully vaccinated (second dose administered if two dose protocol) prior to the proposed hire date. The reason for this is to provide for a safe campus and protect our employees. The copy of the vaccination card you provide will be destroyed after verification.

Or, if you wish to pursue a religious or medical exemption (personal exemption for CU Denver), you must submit a request to the respective inbox that reviews and makes decisions on the requests within 48 hours of receiving the email with procedures for requesting an exemption or the verbal offer is considered withdrawn.

**Process steps for submission of exemption requests:**

- HR Business Partner will provide the link and applicable form to the candidate and complete the required information on the exemption request form to ensure notification of the determination prior to sharing with the candidate
- Candidate completes the exemption request form (candidate must include their contact information) and sends completed form to appropriate e-mail box identified on the form and above
- Upon receipt of all required documentation, the respective exemption team will review and make a determination on the request within 3 business days
- Occupational Health will notify the HR Business Partner listed on the form of the medical exemption determination (approved or not approved)
- The religious exemption request team will notify the HR Business Partner listed on the form of the determination (approved or not approved)
  
- During the verbal offer stage, the prospective employee (finalist candidate) must confirm that they:
  - 1) will be fully vaccinated on their first day of employment, and provide a copy of their vaccination card prior to the official offer letter being shared

OR

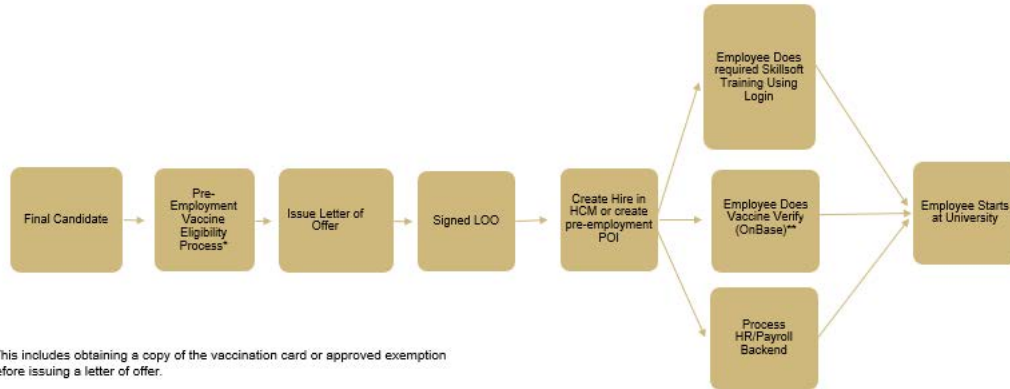
  - 2) have an approved exemption prior to the official offer letter being shared.

Once the vaccine card is inspected/vaccination status is confirmed or an exemption request is approved, please follow the steps below:

- Provide an offer letter to the candidate
- Once a signed letter of offer is received, you can proceed with the hiring process including creating a Person of Interest (POI) or entering the hire into HCM (see flowchart below)
- Have the employee document the vaccination status/exemption via the employee portal (see links below) prior to their start date. Ask the employee to send you a copy of the confirmation e-mail from the vaccination system to ensure this step is completed before the hire date.

If additional time is needed for the prospective employee to get fully vaccinated or complete the exemption approval process, and document the vaccine status in our system, the start date should be extended.

## New Employee Vaccination Verification Process



\*This includes obtaining a copy of the vaccination card or approved exemption before issuing a letter of offer.

\*\*If employee does not complete vaccination process prior to start date, offer may be rescinded.

Pre-Employment POI instructions: <https://www.cu.edu/doc/hcmsbs-poi-adding-person-interestpdf-12>

### Academic & Student Administration (ASA)

- During the selection process, candidates can be reminded of the vaccination and exemption requirement, but no decision related to employment can be made based on voluntarily providing vaccination status.
- Employees must disclose their vaccination status or request an exemption within three days of hire at: <https://www.ucdenver.edu/coronavirus>
- No delay in issuing an offer letter is required for candidates.

### **CU Denver/ASA Policy Information: :**

**COVID Website: (includes verification form that must be completed within 3 days of hire):**

<https://www.ucdenver.edu/coronavirus/testing>

[https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3006---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4eefccba\\_4](https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3006---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4eefccba_4)

Please contact your [Employee Relations consultant](#) if you need help with these discussions.