

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Human Resources
Policy Title : COVID-19 Employee Vaccination Policy
Policy number : 400.6
Date Adopted : May 12, 2022
Date Amended :

Purpose of the Policy

In accordance with Regional Water Authority's duty to provide and maintain a workplace that is free of known hazards, the RWA Board of Directors is adopting this policy to safeguard the health of our employees, board members, and their families; our partners, contractors, and visitors; and the community at-large from infectious disease, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on the guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

General

As of this policy's adoption date, all current RWA employees are required to receive COVID-19 vaccinations as determined by the RWA Board of Directors unless a reasonable accommodation is approved as detailed below. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the Executive Director. Additionally, anyone hired with RWA must be fully vaccinated for COVID-19 before starting work. A candidate's vaccination status will be reviewed as part of the post-offer pre-employment process.

RWA will pay for all COVID-19 vaccinations, which are currently free. Vaccinations should be run through your health insurance and be submitted for reimbursement where applicable. All employees will be paid for time taken to receive vaccinations. Employees should coordinate with their supervisor to schedule appropriate time to comply with this policy.

Other Provisions

Employees in need of an exemption from this policy due to a medical reason, or because of sincerely held religious belief, must submit in writing a request for accommodation to the Executive Director to begin the interactive accommodation process as soon as possible. Accommodations will be granted where they do not cause RWA undue hardship or pose a direct threat to the health and safety of others.