

COVID -19 Vaccination Requirements for New Hires, Promotions, and Employees Working with Vulnerable Populations

1. I have been given a conditional job offer with the County as a new hire or promoted employee, and I am not vaccinated against COVID-19. What occurs if I fail to get fully vaccinated?

Any new hire or promoted employee who fails to be fully vaccinated by their effective start date will have their conditional offer of employment rescinded.

2. What if I have a medical condition or sincerely held religious belief which prevents me from getting vaccinated. What happens now?

You will need to request an accommodation related to the County's COVID-19 vaccination requirement for new hires and promotions.

The Department that has given you a job offer will consider if they are able to accommodate you by either:

- **OPTION #1: Allowing you to telecommute 100% of the time; or**
- **OPTION #2: Allowing you to be physically present at work with the following conditions:**
 - **Assigning you your own enclosed workspace (private office/isolated area)**
 - **You will not participate in-person meetings/settings; virtual meetings only**
 - **You will properly wear a mask 100% of the time while in a County building or County workspace, with the mask worn over your nose and mouth, when not actively eating or drinking**
 - **You will wash and sanitize your hands multiple times per day**
 - **You will sanitize/wipe down shared-touch surfaces immediately after your use**
 - **You will engage in no eating or drinking in any shared areas indoors at work**

- You will comply with mandatory weekly testing for COVID-19; for religious accommodations, this will be at your own cost.

Some jobs are not able to be done via telecommuting, and the County may not have an available office to assign due to space limitations.

3. What happens if the Department that offered me the job is unable to accommodate me in one of the above ways?

If the Department is unable to accommodate you as outlined above, your conditional job offer will be rescinded.

4. I am a current County employee. I was recently told by my Department that my position has been identified as working with **vulnerable populations** and I will need to become fully vaccinated against COVID-19 by December 31, 2021. What happens if I am not fully vaccinated?

On November 2, 2021, the Board of Supervisors approved a plan to require COVID-19 vaccination of employees who work with vulnerable populations. These employees must be fully vaccinated against COVID-19 on or before December 31, 2021. Your Department will notify you if you are subject to this requirement. If you are subject to this requirement, you will not be permitted to work January 1, 2022, and after if you remain unvaccinated.

5. What if I have either a **medical condition** or a **sincerely-held religious belief** and I absolutely will not get the COVID-19 vaccination. What happens now?

If you have been determined to work with vulnerable populations and are unable to be vaccinated due to a medical condition or sincerely-held religious belief, you are required to engage in the interactive process. Where it is determined that you would be within 6 feet for 15 or more cumulative minutes within a 24-hour period with vulnerable persons, your Department will not be able to accommodate you.

- You will not be able to stay in your current position after December 31, 2021.
- You may request to be reappointed to a vacant position with the

County for which you meet the minimum qualifications and not required to work with a vulnerable population.

- Where a reappointment position is not located, you will be terminated from employment.

For reappointments related to a medical condition, refer to [Administrative Procedure 23-29, Reasonable Accommodation of Applicants and Employees with Disabilities](#).

[For reappointments related to a sincerely-held religious belief see questions 7 through 10 below.](#)

6. What is a reappointment?

Reappointments are only for employees who request a reasonable accommodation. A reappointment is a change in the assignment of an employee from one position to another of any classification having the same or lower starting salary.

7. Is a reappointment only for the Department in which I am currently employed?

No. A reappointment can be within your own Department or to any other County Department.

8. How is it determined whether I will be reappointed?

Employees desiring reappointment must notify Human Resources of their request to be reappointed. Positions are posted weekly at [Pima County Job Opportunities | Sorted by Job Title ascending | Current Job Opportunities \(governmentjobs.com\)](#).

For positions in which the employee deems themselves qualified:

- Employee must notify Human Resources of their request to be reappointed to the selected position;
- Human Resources will verify the employee meets the minimum requirements of the selected position;
- Human Resources will notify the Appointing Authority of the hiring Department of the reappointment request;
- The hiring Department may set up a time to meet with the

employee directly and make a determination of whether or not to reappoint the employee. This process can either be a competitive or non-competitive process as deemed by the Appointing Authority.

For an employee that meets the minimum qualifications, efforts will be made to reappoint the employee to the vacant position rather than recruiting from outside the County to fill the position; however, the Appointing Authority has the final discretion on whether to accept the employee as a reappointment or not.

9. How long will I be given to look for another position?

You will be given 30 days to search for a job for which you qualify; however, in no event will the job search go beyond January 31, 2022. Again, this only applies to employees who have been deemed working with vulnerable populations and that employee has requested a reasonable accommodation related to a COVID-19 vaccine mandate.

10. What happens between January 1, 2022 and January 31, 2022, if I am actively searching for a job?

During this time period you are not permitted to work. You will be required to use comp time, vacation accruals, or a leave without pay, in that order.

11. What is important to know as an employee who is being reappointed?

While every attempt will be made to reappoint an employee in the interactive process, the reappointment may end up in a lower salary if the selected position has a lower starting salary. Employees will not be permitted to retain their same salary unless the selected position is within the same salary grade as their current position. In addition, if the selected position is in a lower salary grade, this will not be deemed a demotion, but will reflect as a reappointment. Employees should also be mindful that a selected position may contribute to a different retirement system than they are currently contributing.

12. What happens if I am unable to be reappointed to another County position?

Employees who are unable to obtain a reappointment will be terminated from County employment after the 30-day search; however, in no event any later than January 31, 2022.