



Vaccination Policy

Purpose

In accordance with the duty of the North Carolina Center for Nonprofit Organizations (the Center) to provide and maintain a workplace that is free of known hazards, the Center has adopted this policy to safeguard the health of its employees and their families; the people and organizations receiving services from the Center; and the community at large from the spread of COVID-19.

COVID-19 Vaccination Requirement

All employees, including paid interns, are required to be fully vaccinated for COVID-19 by October 31, 2021 unless they have been granted an accommodation for a medical or religious reason (see below). All employees are also required to follow CDC guidance on booster vaccinations. Employees who have been granted an exception to the vaccination requirement because of a medical or religious reason may be required to work offsite and be subject to health and safety protocols, including but not limited to weekly or twice weekly testing on an ongoing basis until fully vaccinated.

All Center employees are required to provide proof of COVID-19 vaccination or a request for a medical or religious exemption by October 31, 2021. The Center shall accept as proof of COVID-19 vaccination an immunization record, vaccination card, or any other official record from the administering provider attesting to the employee's COVID-19 vaccination history. All records of vaccination shall be treated as confidential medical records.

Any Center employee hired after the adoption of this policy must submit proof of vaccination or a request for a medical or religious exemption by the employee's first day of employment with the Center. If a newly-hired employee has not been fully vaccinated for COVID-19 or submitted a request for a medical or religious exemption when hired by the Center, the employee must be fully vaccinated for COVID-19 and provide proof of vaccination within 30 days of their first day of employment with the Center.

Any Center employee found in violation of this vaccination requirement may be subject to disciplinary action, up to and including termination of employment.

Payment, Recovery, and Time Off for Vaccinations

The Center shall pay for all vaccinations for staff. COVID-19 vaccinations are currently free, whether an individual has health insurance or not. If an employee is required to pay for a COVID-19 vaccination, the employee should attempt to pay through the employee's health insurance plan. The Center shall fully reimburse staff for any portion of COVID-19 vaccination costs that are not covered by the employee's health insurance.

All employees receive paid time off to receive COVID-19 vaccinations and for any time spent recovering from a COVID-19 vaccination. Employees are not required to use vacation leave, sick leave, or personal leave for this paid time off for COVID-19 vaccinations. For offsite vaccinations, employees should work with their supervisors to schedule appropriate time to comply with this policy, and any request for time off to be vaccinated or recover for vaccination shall not unreasonably be denied by the Center.

Any employee who receives the COVID-19 vaccine pursuant to the vaccination policy and believes that they suffered illness or injury as a result of the COVID-19 vaccination should report this to the Center's Chief Finance and Operations Officer and submit a workers' compensation claim.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must provide the Center with written documentation of the medical needs or religious beliefs. Documentation must be submitted to the Center's Chief Finance and Operations Officer by October 31, 2021 or within 30 days of initial employment with the Center for staff hired after the date this policy was adopted. For medical exemptions, the Center may request additional supporting documentation from a treating physician or other medical professional. For religious exemptions, the Center may request additional supporting documentation from clergy or another relevant religious official. Such documentation shall be used only for this purpose and shall be treated confidentially to the fullest extent allowed by law. Specifically, any documentation of medical needs shall be treated as medical record under the Americans with Disabilities Act. An accommodation for medical or religious reason shall be granted if it does not cause the Center undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the President and CEO or Chief Finance and Operations Officer.