

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**General Employment Policies**  
**Section 111 – Vaccination Policy**

**Purpose**

In accordance with the Partnership's duty to provide a system of care that is child-centered and family-focused, in which families are successful and children thrive, we are adopting this policy to help safeguard the health of the children and families that we serve, as well as our employees, customers and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the Occupational Health and Safety Administration, and local health authorities, as applicable.

**Scope**

All employees are required to receive vaccinations as determined by the president in consultation with the board chair and local and state health agencies or as determined by local, state or federal policies, unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by human resources.

**Procedures**

Employees will be notified by human resources as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered, if applicable. The Partnership will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own.

The Partnership's health plan will pay for all vaccinations; COVID-19 vaccinations are free, whether an individual has health insurance or not. The Partnership will reimburse the cost, if any, of vaccinations for employees still in their introductory period.

All employees will be paid for time taken to receive vaccinations provided onsite. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy and may use sick leave in accordance with **HR 405 Sick Leave**.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. Acceptable proof of vaccination includes a completed Vaccination Record Card or copy of vaccination record from a service provider. Electronic submission is acceptable.

**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 submit a completed Request for Accommodation form to human resources as soon as possible after vaccination deadlines have been announced.

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Accommodations will be granted where they do not cause the Partnership undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to human resources.