



Department of Employee Relations

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COVID-19 VACCINATION POLICY FREQUENTLY ASKED QUESTIONS Revised October 4, 2021

1. Who is covered under this policy?

General city employees, including temporary employees and interns that are employed by the City are subject to this policy. This does not include employees under the age of 18 years old, contractors, elected officials, members of boards and commissions, vendors, and employees of the Fire and Police departments.

2. What do you mean by vaccination?

Employees should be vaccinated (receive both doses of the Pfizer or Moderna vaccine or the Johnson & Johnson vaccine) by Friday, October 29, 2021.

3. Is the City of Milwaukee requiring booster shots?

Not at this time.

4. Has the COVID-19 vaccination been approved by the U.S. Food and Drug Administration (FDA)?

On August 23, 2021, the FDA approved the Pfizer-BioNTech COVID-19. More information can be found [here](#). Additionally, the FDA provided emergency use authorization (EUA) for the Moderna COVID-19 vaccine and the Janssen COVID-19 (Johnson & Johnson) vaccine. More on EUAs can be found [here](#).

5. I'm currently on a leave of absence (FMLA, military leave, etc.), when do I need to submit my proof of vaccination by?

Employees who return to work before October 29th, should comply with the October 29th deadline. Employees who return after October 29th will have 10 business days from the date of their return to upload their proof of vaccination.

6. How do I submit my proof of vaccination and who has access to my COVID-19 vaccination records?

Employees must submit their proof of vaccination via PeopleSoft Self-Service. Please follow the instructions [found on the MINT](#).

The Department of Employee Relations will manage receipt and verification of proof of vaccination for general city employees. Departmental personnel officers will be notified of

employee compliance. Vaccination records will be kept confidential and only accessed by a limited number of authorized employees within the Department of Employee Relations.

7. What if I cannot access PeopleSoft or need technical assistance with uploading my proof of vaccination?

Employees who need assistance accessing PeopleSoft should work with their departmental personnel officers or can visit the Department of Employee Relations during normal business hours. Employees can also contact the Information Technology Management Department (ITMD) for technical support if experiencing issues when uploading proof of vaccination by completing a work order request at www.milwaukee.gov/rits or by calling the IMTD HelpDesk at 414-286-2777 during normal business.

8. I am not covered under the policy but would like to get vaccinated. Can I utilize the employee vaccination clinic?

Yes, vaccinations are encouraged for all employees of the City of Milwaukee. Members of the public are also able to utilize the vaccination clinic.

9. Can I receive time off to receive the COVID-19 vaccination?

General City employees have up to 2 hours of miscellaneous 069 time to receive the vaccination during work time. Employees can utilize sick leave for all other COVID-19 related absences. Employees are encouraged to work with their supervisors to schedule their COVID-19 vaccination if it's being scheduled during normal work hours.

10. I want to submit a religious or medical accommodation/exemption request. Who do I submit the request to and what should I include in my request?

Accommodation requests should be submitted to departmental personnel officers. Requests will be reviewed and decided upon on a case-by-case basis in consultation with DER and the City Attorney's office. Please complete the form and provide supporting documentation when making an accommodation/exemption request.

Supporting documentation for medical accommodations may include but is not limited to letter from a physician, vaccination history, etc.

Supporting materials for religious accommodations may include but is not limited to any of the following:

- A letter from an authorized representative of the church, temple, religious institution, etc. that you attend, or literature from the church, temple, religious institution, etc. explaining doctrine/beliefs that prohibit immunization;
- Other writings or sources upon which you rely in formulating religious beliefs that prohibit immunization;
- Vaccination history;
- Any documents or other information you may be willing to provide that reflect a sincerely held religious objection to immunization.

11. When do I need to submit my accommodation request?

Employees should submit accommodation requests by October 15, 2021 so their request may be reviewed and decided on by October 29th.

12. If the City of Milwaukee denies an accommodation request, can I grieve the decision?

No. The decision is not disciplinary, therefore, there is no basis for a grievance.

13. What if I have a conscientious or political objection to getting the vaccine, can I be exempt from the COVID-19 policy?

The City of Milwaukee is only accepting religious and medical accommodations requests. Political or conscientious objections will not be considered.

14. Will I be eligible for worker's compensation if I have a reaction to the COVID-19 vaccine?

Per State of Wisconsin Department of Workforce Development (DWD) guidelines, an employee who experiences an extreme reaction to a COVID-19 vaccination may be eligible for worker's compensation benefits if the employer directed the employee to submit to the vaccination.

If you experience a severe reaction that requires medical care and time off work, please call CorVel 24/7 Nurse Triage Line at 844/645-2567 to report the claim. After a discussion about self-care and treatment options an adjuster will be assigned to determine compensability.

Routine adverse non debilitating reactions may not be covered such as:

1. Arm soreness, redness or swelling
2. Headache
3. Muscle pain
4. Nausea

If an employee needs to be off work (beyond routine adverse reactions) a medical certification is required.

Please note that employees are not compensated during the vaccination process under worker's compensation. General City employees can apply 069 time when receiving the vaccination.