



DEPARTMENT OF EMPLOYEE RELATIONS

Issued January 21, 2021; revised October 12, 2021

COVID-19 VACCINATION POLICY FOR CITY OF MILWAUKEE EMPLOYEES

Purpose

In accordance with the City of Milwaukee's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from COVID-19 infections 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 and local health authorities, as applicable.

Scope

This policy applies to all general city employees, including temporary employees and interns.

Procedures

This policy requires City of Milwaukee employees to provide proof of COVID-19 vaccination, with the exception of employees with approved reasonable accommodations, before the stated vaccination deadlines have expired. Employees must provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. Acceptable proof includes a COVID-19 vaccination card, a letter from a doctor, or a copy of immunization registry via <https://www.dhfwir.org/PR/clientSearch.do?language=en>.

Employees are required to submit proof of vaccination using PeopleSoft Self Service.

This vaccine requirement applies to all employees regardless of current or previous COVID-19 infection status.

Employees are considered vaccinated after receiving:

- The second dose in a 2 series, such as the Pfizer or Moderna vaccines, or
- The single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Regardless of vaccination status, employees are required to follow the City's current [Face Covering Requirement Policy](#).

Employees are permitted to receive the vaccination while on paid work time and departments must provide flexibility in scheduling to allow employees to receive the vaccination during their scheduled work hours. General city employees should use Miscellaneous Unapplied Time (069) when scheduling their vaccination appointment during work time.

If an employee is unable to work and requires time off because of severe vaccination side effects, beyond the time constraints allowed under Chapter 350-37-1-b, the employee may file a worker's compensation claim. Employees experiencing side effects from the vaccine should reference the [COVID-19 Policy and Administrative Guidelines](#) for guidance on returning to work.

Employee information requests and disclosures related to this policy should be limited to vaccination status only and should not include any additional medical information. All vaccination documentation will be maintained confidentially and will be separated from documents in employee personnel files.

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 and supporting documentation that verifies the need for the accommodation to their Departmental Personnel Officer to begin the interactive accommodation process as soon as possible.

Links to forms:

[Disability Accommodation Request Form](#)

[Religious Accommodation Request Form](#)

Accommodations will be granted where they do not cause undue hardship or pose a direct threat to the health and safety of others. Each employee's request for accommodation will be evaluated on a case by case basis.

Non-Compliance

Employees have until Friday, October 29, 2021 to either provide proof of COVID-19 vaccination or obtain an approved reasonable accommodation. Employees returning from leave and individuals who apply on or after September 1, 2021 and are hired, will be required to be vaccinated and upload a copy of their proof of vaccination within ten business days of their start date or obtain an approved reasonable accommodation.

Employees who fail to provide proof of vaccination or an approved reasonable accommodation by the deadline will no longer meet the conditions of employment for the City of Milwaukee and will be suspended for up to 30 days. Should the employee provide proof of vaccination during the suspension, the remainder of the suspension would be held in abeyance starting the next business day. Employees enrolled in certain City benefits such as health, dental and vision insurance will have benefits through the end of the month in which they are suspended and will be offered COBRA coverage at the beginning of the following month.

Further noncompliance with this policy will result in discharge.

Employees may direct any questions regarding this policy to their Department Personnel Officer(s).