

UK HealthCare Pre-employment COVID Vaccination Process – Hiring Official

The COVID vaccination requirement is posted in all payroll class 1500 job descriptions as of September 8, 2021. Individuals accepting an offer after September 15, 2021, are required to submit their vaccination status or receive an approved religious or medical exemption as a condition of employment.

If the candidate is chosen for employment at UK HealthCare, the employee will have to re-attest using the [Self-Report tool](#) within 10 days of their first day of employment, which will enroll them in the Vaccine Campaign Tool (VCT).

1. **All new or reopened job postings will have verbiage added to the job summary section of the job posting as well as an added posting specific question.** (If a posting is being reopened, a note will be added stating that the COVID-19 vaccination policy information has been added to the job posting).

- **Added verbiage for job summary:** Given the COVID-19 pandemic and the need to protect patient, employee and visitor safety, UK HealthCare is requiring all employees to comply with its COVID-19 vaccination policy prior to starting employment. Therefore, as of September 15, 2021, UK HealthCare requires all employees, including new hires prior to their first day of employment, to submit appropriate documentation showing, i) completion of the first vaccination against COVID-19, or ii) completion of the full vaccination series against COVID-19 (i.e., two weeks past completing their complete COVID-19 vaccination series), or iii) approved exemption (medical contraindications or a sincerely held religious belief) through the formal exemption process from the COVID-19 vaccination requirement. For those employees who have completed the first vaccination against COVID-19 prior to their first day of employment, the second vaccination (if applicable) must be completed following the vaccine recommended schedule and a period of two weeks to be considered fully vaccinated.

- **Added posting specific question.** Given the COVID-19 pandemic and the need to protect patient, employee, and visitor safety, UK HealthCare is requiring all employees to comply with the COVID-19 vaccination policy prior to starting employment. Therefore, as of September 15, 2021, UK HealthCare requires all employees, including new hires prior to their first day of employment, to submit appropriate documentation showing, i) completion of the first vaccination against COVID-19, or ii) completion of the full vaccination series against COVID-19 (i.e., two weeks past completing their complete COVID-19 vaccination series), or iii) approved exemption (medical contraindications or a sincerely held religious belief) through the formal exemption process from the COVID-19 vaccination requirement. For those employees who have completed the first vaccination against COVID-19 prior to their first day of employment, the second vaccination (if applicable) must be completed following the vaccination recommended schedule and a period of two weeks to be considered fully vaccinated.

I understand that I will be required to comply with the new COVID-19 vaccination policy prior to starting employment at UK HealthCare.

YES
NO

2. All interviews should include the following question.

- Question: It is essential for UK HealthCare to have a healthy and high-performing workforce. In order to protect our workforce and patients against the spread COVID-19, a new COVID-19 vaccination policy has been established. This policy requires all new hires to submit appropriate documentation showing completion of the first COVID-19 vaccination or completion of the COVID-19 vaccination series or provide an approved exemption from the COVID-19 vaccination requirement which could include medical contraindications or a sincerely held religious belief. If you are offered this position, are you able to meet these requirements by the determined start date? YES/NO

3. All employment offers are contingent upon the new hire successfully completing the pre-employment screening requirements including the new COVID-19 vaccination policy.

- Offer language: All employment offers are contingent upon successfully passing the pre-employment requirements. These requirements are comprised of a national background check, a drug screen, and health measures including COVID-19 vaccination. All requirements must be completed prior to your first day of employment. Failure to complete any of these requirements can result in your employment offer being withdrawn.
- Once a candidate has accepted an offer, you will need to change the candidate status in IES to "Accepted Offer, Needs PES". This will trigger the pre-employment team to coordinate the pre-employment screenings.

4. All offer letters will need to include the following language.

- As you may be aware from the hiring process, this offer of employment is contingent upon your successful completion of all pre-employment screening requirements. This includes a national background check, a drug screen, and various health measures (TB testing, updated vaccinations including, but not limited to MMR, Hepatitis B, Tdap, Influenza and COVID-19).

The Pre-Employment Vaccination submission process:

- 1.) Once a contingent offer is made, the candidate will receive their pre-employment screening e-mail with a link to the Pre-Screening process:
 - a. [Pre-Employment COVID-19 Health Screening \(ukhc.org\)](https://ukhc.org)
- 2.) New Hire will be required to upload vaccination or request a declination using provided link.
- 3.) UHS team will verify vaccination or coordinate efforts for requested declination within 24-48 hours of submission.
 - a. Declination process will be fully outside of the Service Now system and the review will go through the Declination Review Committee for COVID Vaccination Declination review.
 - b. Ultimate decision on New Hires regarding their COVID-19 Policy compliance will be processed within the Service Now system. This will generate an email communication to the Pre-Employment team.

The screenshot shows a web form titled "Pre-Employment COVID-19 Health Screening" with the UK HealthCare logo in the top left. The form contains the following fields and sections:

- Your Name ***: Three input boxes for "First Name", "Middle Initial", and "Last Name".
- Email Address ***: One input box containing "you@email.com".
- Contact Phone Number ***: One input box containing "555-333-9999".
- SSN (Last 4 Digits): ***: One input box containing "9999".
- Hiring Department Name ***: One empty input box.
- Supervisor Name**: One empty input box.
- Requisition Number ***: One empty input box.
- Are you submitting a vaccination card? ***: Two radio button options, "Yes" and "No", both of which are unselected.
- SUBMIT**: A blue button at the bottom left of the form.

- 4.) Once Vaccination or Declination is submitted, the Pre-Employment Screening office will notify the hiring official with the language below:

Approval language: <Candidate Name> has successfully fulfilled the new hire requirement to be compliant to the UK HealthCare COVID-19 policy. Please proceed with the hiring process.

Denial language: <Candidate Name> has **not** fulfilled the new hire requirement for the UK HealthCare COVID-19 policy.

In conclusion: pre-employment will notify you, the hiring officials, if the candidate has passed all contingencies per the usual workflow. This will now include compliance with the Covid-19 vaccination mandate.

Once the candidate is brought on for employment, they will be required to submit their vaccination card using the [self-report tool](#).

If there are any questions related to the status of vaccination attestation, please contact Employee Health Services for assistance at 859-323-2778.