## **Mandatory Vaccine Policy**

## **Job Posting Language and Offer Letter Template**

**Job Posting Language:**

Vaccination against COVID-19 is mandatory at our organization unless you are approved for an accommodation due to a religious objection or ADA covered medical condition. The organization will also review medical recommendations for a delay in vaccination or for other contraindications to vaccination.

Do not discuss ADA or religious accommodations or ask medical questions before extending a contingent offer of employment.

If the interviewer is well-trained, the policy (above) may be reiterated during the interview process to emphasize its importance. However, if applicants begin to discuss accommodations or medical concerns, the response should be: “Let’s discuss those needs if you move onto the next stage. We always wait until a job offer is extended before talking about accommodations for the vaccine.”

Once an offer has been extended, you can use the language below and discuss accommodations if necessary.

**Offer Letter:**

[Date]

Dear [Prospective Employee's Name]:

This letter is to confirm our offer to you of a position at [Company Name] as a [Job Title] in [Department Name]. In this [full-time/part-time], [non-exempt/exempt] position, you will be reporting directly to [Supervisor]. For more information on your status, see our employee handbook/policy manual. Your actual first day of work will be determined upon your acceptance of our offer.

Your compensation package will consist of the following:

Salary of [$X,XXX] per [bi-weekly/weekly/semi-monthly/monthly] pay period, which is equivalent to an annual salary of [$XX,XXX], with periodic reviews as specified under our compensation process. (OR) [$X.XX] per hour, with periodic reviews as specified under our compensation process.

It is important to provide the employee, at hire, a written document that specifies the wage, day of pay and place of payment according to NC law. “Place” may be taken to mean “method” if the check is not a live one. Therefore, you may specify these within this document, or upon a final offer once the start date is known. An ideal offer would be “Based on your hire date of XX, your first pay period will be: \_\_\_\_ to \_\_\_\_ and your wages will be paid on X date via direct deposit (or via live check mailed to your home.)”

Participation in the [Company Name] annual incentive plan, as governed by Company policy, with a targeted annual bonus of [$X,XXX] ([X percent] of base salary), payable in the first quarter of the following year. Your incentive target for [Year] will be pro-rated for the days of actual employment. [X percent] of your annual incentive is based on [Goal/Metric] and [X percent] is based on [Goal/Metric].

You will also be entitled to participate in any group medical plan, group life insurance plan, profit-sharing plan, pension plan or any other benefit adopted by [Company Name] for the benefit of employees in your benefit class within our organization. Participation in the profit-sharing and pension plan does not begin until after one year of service. For the remainder of [Year], you will accrue a pro-rated portion of your annual paid time off allowance.

As part of [Company Name's] drug-free workplace policy, you are required to pass a post offer drug test before you may start work. Enclosed is a brochure explaining the drug-testing process. Please contact [Telephone Number] to schedule an appointment for the test within 24 hours of receiving this letter.

Employment with [Company Name] is contingent on successfully passing our drug screening test and any final background and/or reference checks, which are not yet complete.

**Important – Vaccination Requirement:** This offer is contingent on being fully vaccinated against COVID-19. On your start date, you will be required to bring a vaccination card or other proof of your vaccination status to your orientation. This information will be kept in a private medical file. If you are unable to be vaccinated in time, please call us before your start date.

In the case that you have a medical condition which prevents you from being vaccinated or requires delaying vaccination OR a religious objection to vaccination, please contact our Human Resources Department (provide email/phone, etc.) Our organization is committed to an interactive discussion related to religious and ADA/medical accommodations and will provide reasonable accommodation as long as it does not cause a direct threat to safety and is not an undue hardship on the organization.

Please be aware that employment with [Company name] is voluntarily entered into by you and you are free to resign at will at any time. Similarly, [Company name] may terminate your employment relationship at will at any time.

Let me know no later than [date and time] that you accept offer this offer by calling me at [insert telephone number] or sending to me an email at [insert email address]. If I have not heard from you by then, the offer is withdrawn.

We have great confidence in your ability to significantly contribute to the future success of [Company Name]. I look forward to working with you to build that success!

Sincerely,

[Name and title of company official]