



PURPOSE

To ensure East Hants provides a healthy, safe, and supportive work environment for employees, clients, guests, and members of the public that staff interact with daily, East Hants has a mandatory Covid-19 vaccination requirement, to include all direct employees of East Hants.

The purpose of this policy is to outline:

1. The requirement to provide proof of vaccination to the employer.
2. The definition and benefit impacts of Unpaid Leave.
3. The accommodation process.
4. How personal information will be collected, retained, used, disclosed, and disposed of to protect the privacy of employees.

SCOPE

This policy applies to all employees of the Municipality of East Hants and any students working on unpaid work terms. For the purpose of this policy, this includes employees working on site, remotely, and teleworking.

This policy does not apply to Councillors, Public Members of Committees of Council or municipal contractors.

DEFINITIONS

Term	Definition
Attestation Date	The date by which an employee’s Proof of Vaccination or request for accommodation be provided to the Manager of Human Resources.
Full Implementation Date	The date by which the testing regime will be in place for employees unable to be vaccinated, and at which consequences will begin to apply to those employees unwilling to be fully vaccinated.
Proof of Vaccination	Documentation from a recognized Public Health Agency that identifies the batch numbers and dates that an employee received two Health Canada approved Covid-19 vaccines.



EMPLOYEE MANDATORY PROOF OF VACCINATION POLICY

Council Administrative

Term	Definition
Unpaid Leave	Leave where an employee is not entitled to pay or compensation of any kind from the Municipality. Pension, service-related benefits such as vacation and sick leave, as well as benefits pursuant to the health and dental, life insurance, and Long-Term Disability plans will be affected while on leave. All vacation, sick and over-time time banks will be frozen until such time the employee returns from unpaid leave or their employment terminates.

POLICY

POLICY STATEMENT

Vaccination Timeline

The expectation is that employees will be fully vaccinated by the full implementation date of **<enter date>**, and those who are not will be on unpaid leave after **<enter date>**.

If an employee is partially vaccinated by the attestation date, **<enter date>**, and will be completing their vaccination schedule in a timely manner, latitude will be provided. While this latitude may prevent an unpaid leave of absence, partially vaccinated employees will be subject to temporary health and safety measures, such as mandatory testing and masks, during the period of time they remain partially vaccinated.

Proof of Vaccination

Employees will be required to confirm their vaccination status to the Human Resource Manager by showing proof of vaccination by the attestation date, **<enter date>**.

Unpaid Leave

If an employee is unvaccinated after the full implementation date, **<enter date>**, they will be placed on unpaid leave, unless they have received written approval of an exemption, or they are partially vaccinated and will be fully vaccinated shortly after **<enter date>**.

It is important that employees understand an unpaid leave will impact pension, service-related benefits such as vacation and sick leave, as well as benefits pursuant to the health and dental, life insurance, and Long-Term Disability plans which require the continued payment of premiums. Employees will be provided with more instruction from Human Resources personnel regarding those benefit plans at the time of the unpaid leave.

Employees who are placed on unpaid administrative leave will remain on unpaid administrative leave until they become partially or fully vaccinated or until the Policy is rescinded by Council. This Policy is linked to the COVID-19 pandemic situation, which is evolving and has proven to be unpredictable.

Duty to Accommodate

The CAO will ensure that employees are informed of:

- Their right to accommodation;
- Procedures to be followed when seeking accommodation;
- The employee's responsibilities when seeking accommodation;
- Any mandatory testing that needs to be undertaken as accommodation measures, where applicable;
- Any mandatory masking that needs to be undertaken as accommodation measures; and,
- The organization's approach to accommodation and privacy obligations to reassure employees that the workplace will be safe.

Requests for accommodation will be assessed by the Chief Administrative Officer and approval, or denial will be in writing.

The CAO will ensure that managers are informed of their responsibilities and obligations regarding:

- Addressing requests for accommodation on a case-by case basis;
- The relevant confidentiality and privacy considerations of accommodation requests.

Employees seeking accommodation are responsible for:

- Informing their supervisor or the Manager of Human Resources of their need for accommodation based on a certified medical contraindication, religion, or another prohibited ground of discrimination as defined under the Nova Scotia Human Rights Act at the earliest opportunity or by the attestation date, if possible.
- Providing their manager with complete and accurate information necessary to identify appropriate accommodation, including information on relevant limitations, restrictions, and if they are partially vaccinated.
- Cooperating and collaborating in good faith with the organization to identify one or more means to accommodate such needs, which may include mandatory masking, testing, and the reporting of the results.

- Notifying their manager if their accommodation needs change.

Medical Accommodations

The medical reasons for exemption from the vaccination requirement are very specific, limited, and must be certified by a nurse practitioner or physician. Requests for accommodation related to specific medical contradictions must be made in writing outlining the basis of the request and providing supporting documentation.

The province has medical exemption information and criteria available at:

<https://novascotia.ca/coronavirus/proof-of-full-vaccination-policy/#medical-exceptions> .

Human Rights Accommodations

The Municipality is bound by the obligations in the *Nova Scotia Human Rights Act*. Employees seeking an exemption to the vaccine requirement may only do so on those grounds. Nonmedical accommodation requests must be submitted in writing.

Respectful workplace

Harassment or other prohibited conduct directed toward an individual for any reason, including based on their vaccination status, will not be tolerated.

Data collection and private information:

The Municipality shall not retain copies of vaccination records and shall only collect the minimal amount of personal health information as necessary to adhere to this Policy. Information related to proof of vaccination or testing shall be managed in Human Resources and will be treated as private and confidential.

Misrepresentation

Employees must provide truthful information for the implementation of all aspects of this policy and any procedures, standards, or directives associated with this policy. Failure to do so could constitute a breach of the *Ethics and Conduct Policy* and may result in disciplinary action. Purposely misrepresenting proof of vaccination or testing results will be grounds for immediate dismissal for just cause.



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor - Chief Administrative Officer	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner - Council	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Be able to interpret and explain policy content • Provide oversight to ensure policy content is relevant and accurate • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver - Council	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit)
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> • Adhere to the Policy

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Create Mandatory Proof of Vaccination Policy COVID-19	Chief Administrative Officer	Council	Council	<Month/Day/Year>



EAST HANTS

EMPLOYEE MANDATORY PROOF OF VACCINATION POLICY

Council Administrative

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk