

Procedure for the Verification of Lincoln University Staff Covid-19 Vaccination Passes or Exemptions.

1. HR Business Partner to provide a list of staff to managers¹ for whom there are not yet verified vaccine passes or exemptions on file. *This work has commenced already and HRBPs are liaising with line managers regarding individual staff members.*
2. Managers to contact their staff members and request² that they provide their vaccination pass or exemption for verification.
3. Those staff members will then need to provide their vaccination pass or exemption as soon as they next present on campus – the primary location for verification is Grounded on the ground floor of Forbes from 9am – 4pm weekdays. Alternatively the HR Business Partners³ can verify passes/exemptions or [REDACTED] If the staff member can not be on campus (due to compromised immunity or another factor) they can email a pdf/jpg of their vaccine pass to their manager for verification, as an interim measure.
4. If staff arrive on campus and are unable to have their vaccine pass/exemption verified, they will be asked to immediately leave campus and will be advised that their manager will be in contact with them swiftly with regard to future actions.
5. Directions to leave campus are to come from:
 - a. Direct manager/HoD in the first instance
 - b. Dean/Divisional manager with Security (to support as required) in second instance.
6. Staff are then issued with a letter (template attached) to attend an online meeting to discuss options. Present in that meeting will be the line manager, staff member, HR Business Partner and the staff member's support person (as required).
7. Actions from the meeting will be dependent on the staff member's future vaccination status and how reasonable/viable it is for them to work from home:
 - a. If it is deemed by the manager that the staff member is able to work from home, details of what work is to be done at home will be clarified and a review period will be put in place (*note: the deadline for working from home arrangements is to be no later than 1 June 2022*). If the staff member is unable to provide a valid vaccination pass or vaccination exemption at the review date, a process will ensue to explore reasonable alternatives. If this process is unsuccessful, termination with requisite notice will be issued.
 - b. If the staff member is unable to work from home due to the requirements of their role, a process will ensue to explore alternative options (e.g. redeployment). If all reasonable alternatives that would allow the staff member to keep working have been exhausted, termination with requisite notice will be issued.

¹ HRBPs will liaise with the relevant line manager for each Department/Business Unit, as directed by the relevant Dean/Director (Tier 3 Manager).

² Script available for this conversation from your HR Business Partner - [REDACTED]

³ [REDACTED]

- c. If the staff member gets vaccinated (or is otherwise permitted to perform work under a COVID-19 order) during the notice of termination period, the termination notice is cancelled, unless this would 'unreasonably disrupt the employer's business'. An example of this is where we may have hired a replacement employee and there is no other work available.

Date

PRIVATE AND CONFIDENTIAL

Name

Department

Lincoln University

Email:

Tēnā koe NAME

Invite to discuss the My Vaccine Pass requirement, your vaccination status and the potential impact on your employment

I am writing to advise you that New Zealand moved to the Red Light setting in the COVID-19 Protection Framework from 11.59pm on Sunday 23 January 2022, meaning Red light restrictions are now operational. Under the Red light setting, it is required that only vaccinated staff (including volunteers and contractors) and students can be onsite at Lincoln University's campus.

Further, Lincoln University has decided to introduce mandatory COVID-19 vaccinations as a requirement for all students, staff, contractors, tenants and visitors to access campus, including all other university-owned farms and properties, from 14 February 2022.

You advised us that *[insert relevant information e.g. you are not currently vaccinated, and consequently, you have not provided a valid My Vaccine Pass. Since the red traffic light came into force, you have been unable to attend campus and be at work. Due to the nature of your work you are unable to work remotely.....]*

I would like to meet with you urgently to discuss the above and to understand whether you intend to be vaccinated against Covid19 and any other relevant information for the University to consider.

I must advise you that should you maintain your decision to not get vaccinated and/or fail to provide us with a valid My Vaccine Pass or Vaccine Exemption then as a result you may not be able to continue in your role with Lincoln University. In this situation, we will explore possible alternative employment options. If we fail to identify reasonable redeployment options or alternatives, your employment may then be terminated with an accompanying notice period which aligns with your employment agreement.

The details of the meeting are:

- Venue: Skype/Teams/Call
- Date: XXX
- Present: XXXXX and _____, HR Business Partner

You are welcome to have a representative, support person or union representative present at the meeting and please feel free to contact me if you have any questions in advance of the meeting on _____.

Nāku noa, nā

Name

Title