	Title: COVID-19 Vaccination Policy – APPENDIX I – Vaccination Policy Procedures & FAQ	Author: Human Resources	Date: 2021-05-06
			Version: 1.0

COVID-19 Vaccination Policy: APPENDIX I – Vaccination Policy Procedures & FAQ

PREPARED BY	ORGANIZATION	DATE
Human Resources	NRAO	2021-05-06

Change Record

VERSION	DATE	REASON
1.0	2021-05-06	Procedural support of Vaccination Policy



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I.0 Vaccination Policy Procedures

I.1 Access to Policies, Procedures, and Forms:

The links to policies, procedures, and forms referenced in this appendix may be found here: <https://info.nrao.edu/hr/policy/vaccine-policy>

I.2 Proof of Completed Vaccine Series:

Once the vaccination series is completed, employees are directed to email their assigned HR Representative (see list below) a copy of CDC Vaccination Record Card that identifies the vaccine and date administered. If the card is unavailable, a PDF copy of the employee’s vaccination registration profile showing confirmed vaccine and dates may be submitted instead. Employees should not submit any medical information other than this proof of the completed vaccination series.

Assigned Site HR Representatives:

- AUI Corp: Suana Watson (swatson@ui.edu)
- Charlottesville: Sarah Arnold (sarnold@nrao.edu)
- Green Bank Observatory: Tracy Samples (tsamples@nrao.edu)
- Socorro, VLA and VLBA: Allen Lewis (alewis@nrao.edu)

I.3 Charging Vaccination Time:

Consistent with the date of the initial announcement of this policy on March 17, 2021, for vaccines received on or after March 17, 2021, non-exempt employees will be paid at their regular rate of pay for time taken to receive each vaccination dose, including any future vaccination or vaccination boosters that are required, regardless if the appointment occurs during the employees’ normal work schedule or during non-scheduled work time. Employees are strongly encouraged to schedule vaccination appointment(s) during regular work hours, to the extent possible, and to work with their managers to schedule appropriate time to comply with this policy.

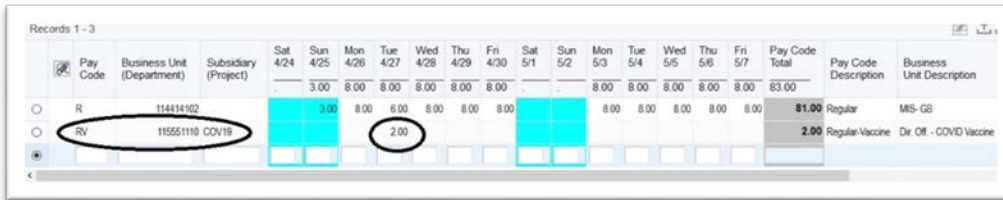
Both non-exempt and exempt employees vaccinated on or after April 24, 2021 are directed to mark time taken to be vaccinated, including travel time, as “RV” in ETK. The “RV” ETK code requires the employee to add Business Unit and Subsidiary details based on the employee’s assigned site as follows:

- NRAO domestic staff (inclusive of NRAO ICC staff based in Green Bank e.g. MIS, Safety, CAP, HR, ES&S, CIS): 11551110; Subsidiary COVID19
- GBO staff (inclusive of GBO ICC staff): 301551101; Subsidiary COVID19
- AUI Corporate Staff (Company 900): BU 9501; Subsidiary COVID19

- Incubator Staff (Company 800): BU 8005000; Subsidiary COV19

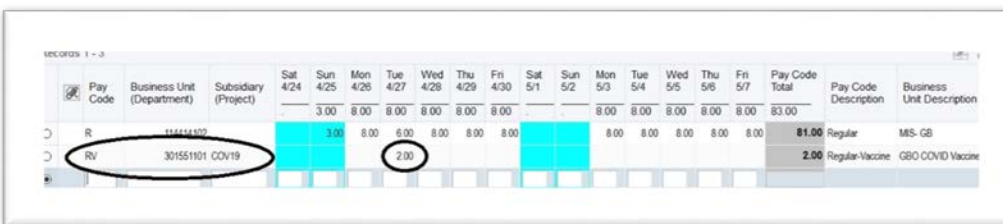
Sample ETK “RV” code:

NRAO domestic staff:



Pay Code	Business Unit (Department)	Subsidiary (Project)	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Pay Code Total	Pay Code Description	Business Unit Description
R	11441102			3.00	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	83.00	Regular	MIS-GB
RV	11551119	COV19				2.00											2.00	Regular-Vaccine	Dir Off - COVID Vaccine

GBO staff:




Pay Code	Business Unit (Department)	Subsidiary (Project)	Sat 4/24	Sun 4/25	Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Pay Code Total	Pay Code Description	Business Unit Description
R	11441102			3.00	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	83.00	Regular	MIS-GB
RV	30151101	COV19				2.00											2.00	Regular-Vaccine	GBO COVID Vaccine

Employees vaccinated between March 17, 2021 and April 23, 2021, should follow the procedure outlined in the [AUI Adjusting Timecard](#) policy to submit for a timecard adjustment.

Per the AUI Adjusting Timecard Policy, the following steps must be followed to submit a timecard adjustment:

1. Print a copy of the previously submitted and approved timecard from the Electronic Time Keeping (ETK) system. To print, select the ‘print’ icon when viewing timecard after selecting the appropriate pay period. Employees are encouraged to print to pdf format and edit and certify electronically.
2. Make corrections to timecard using a red font.
3. Provide a written justification on the timecard using a red font. See section below on adequate justifications.
4. Sign the adjusted timecard. The preferred method is via electronic signature (i.e., Adobe Sign). However signatures may be performed with an ink pen.
5. Obtain supervisor approval (electronically or signature).
6. Submit the corrected timecard to Payroll Department at Payroll@au.edu. Payroll will forward completed adjusting timecards for Budget Department review as appropriate.

Employees may print their ETK timecard to PDF, edit in the PDF file and route for digital signatures. However, the adjusting timecard can be done via hardcopies.

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I.4 Post-Vaccination Side Effects

If an employee is unable to work the day following the receipt of a vaccine dose due to vaccine side-effects, the employee should follow department protocols and notify their manager of the need for leave. Use the “S” (Sick) code in ETK to account for time off for vaccine side-effects.

I.5 Reimbursement of Vaccine Costs:

AUI/NRAO/GBO will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation.


Employees may submit a [Vaccine Reimbursement Voucher](#) (VRV) form for reimbursement of reasonable expenses associated with vaccination. Examples of reasonable expenses include but are not limited to, administration fee for the vaccination, mileage and parking. If employees choose to car pool to a vaccination site, only the driver is eligible for associated costs. To request for reimbursement for costs associated with vaccination, employees are to complete a VRV form and submit it to Accounts Payable (accountspayable@au.edu).

I.6 Request for Accommodation:

Employees seeking an exemption from this policy due to disability, or a sincerely held religious belief must submit a completed Request for Accommodation form to HR as soon as possible and no later than August 13, 2021.

Employees requesting an accommodation based on a disability, must complete a [Disability Accommodation Request form](#).

Employees requesting an accommodation based on a sincerely held religious belief, practice or observance, must complete a [Religious Accommodation Request form](#).

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2.0 Frequently Asked Questions

2.1 Questions regarding accommodations:

How do I request an accommodation for the vaccine requirement?

Please complete the applicable Request for Accommodation form and submit it to your assigned HR Representative as soon as possible. We ask that forms be submitted no later than August 13, 2021 to ensure adequate time for review prior to the September 1 deadline to be vaccinated.

If you are requesting an accommodation based on a disability, please complete this [Disability Accommodation Request](#) form.

If you are requesting an accommodation based on a sincerely held religious belief, practice or observance, please complete this [Religious Accommodation Request](#) form.

What will happen after I submit a completed Request for Accommodation form to HR?

Submission of a Request for Accommodation form will begin the interactive process to determine what, if any, accommodation can be provided that does not place an undue hardship on business operations and/or otherwise pose a threat to the health and safety of individuals in the workplace, in accordance with applicable laws. Each request will be evaluated on a case by case basis in accordance with the accommodation review process lead by Human Resources.

What sort of accommodations will be considered for disability and religious exemptions?


Each request for an accommodation will be evaluated individually. We cannot address all forms of accommodations within the FAQ.

What if my request for accommodation is not approved?

Each request for accommodation will be reviewed individually on a case by case basis. The review will include using an interactive review process which may include consultation with the employee. If a request for a specific accommodation is not approved, you will be advised of potential reasonable accommodation(s), if any.

I am not requesting an accommodation exception for the COVID-19 vaccine based on a disability or a religious belief; due to personal reasons, I do not plan on receiving the vaccine. What will happen to my job?

If you are not requesting an accommodation due to a disability or a sincerely held religious belief, practice or observance and do not wish to receive the vaccine for other reasons, please speak with your HR Representative as soon as possible.

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If I am currently approved to telework and do not need access to a U.S. AUI/NRAO/GBO facility must I submit proof that I have been vaccinated?

No. If you are approved to telework or remote work and do not need access to a U.S. AUI/NRAO/GBO facility, you are not required to submit proof of vaccination. However, if at any point you require access to a U.S. AUI/NRAO/GBO facility (due to the fact that the emergency work from home status has been lifted or otherwise), you must submit proof that you have been fully vaccinated no later than 5 business days prior to the date access to the AUI/NRAO/GBO facility or office is needed.

What process should I follow if I would like to request a (i.e., non-emergency work from home status) part-time or full-time telework agreement?

The Telecommuting policy (2.6) outlines all eligibility requirements including but not limited to: you must be in a position that is suitable for an alternative work arrangement, meet communication expectations set by the supervisor, and be accessible during regular work hours and participate in meetings as requested. If you feel your position is a good fit for telework or remote work, please speak with your supervisor or HR Representative. Please be aware that teleworkers and remote workers are responsible to ensure an adequate work space. This includes a designated safe work space and supplying all office furniture required for the alternative work site, and costs associated with setup and ongoing maintenance or repair, including internet access, internet router, an appropriate firewall and phone service as necessary to fulfill job requirements.


2.2 Questions regarding compensation for time taken to be vaccinated:

Will I be compensated for time taken to be vaccinated?

If you are a nonexempt employee and you were vaccinated on or after March 17, 2021, you will be compensated for your time taken to be vaccinated, regardless of whether the vaccination appointment(s) took place during or outside of regular work hours. If you are an exempt employee, no deductions to your salary or leave balances will be made to reflect time taken to receive the vaccine. Any employee who was vaccinated between March 17, 2021 and April 23, 2021 should refer to the responses to “**If I was vaccinated between March 17 and April 23, how do I account for my time taken to be vaccinated?**” and “**I used two of my “DV” hours after March 17th for my vaccine and RV for my second dose. Can I get my DV back for the first dose?**” below for timecard adjustments instructions.

How do I record time taken for vaccination in ETK?

As of **April 24, 2021** use the “RV” (regular vaccination) ETK code to log your time, regardless if the time was outside your normal scheduled.

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What account number do I use with the “RV” code to account for time to get my vaccine(s)?

- NRAO domestic staff (inclusive of NRAO ICC staff based in Green Bank e.g. MIS, Safety, CAP, HR, ES&S, CIS): 11551110; Subsidiary COV19
- GBO staff (inclusive of GBO ICC staff): 301551101; Subsidiary COV19
- AUI Corporate Staff (Company 900): BU 9501; Subsidiary COV19
- Incubator Staff (Company 800): BU 8005000; Subsidiary COV19

Is travel time to and from the vaccination center location compensable?

Yes, you may use the ETK “RV” code to track time taken for vaccination time including travel time.

If I was vaccinated between March 17 and April 23, how do I account for my time taken to be vaccinated?

You will need to follow the procedure outlined in the AUI Adjusting Timecard Policy to submit for a timecard adjustment.


Per the [AUI Adjusting Timecard](#) policy, the following steps must be followed to submit a timecard adjustment:

1. Print a copy of the previously submitted and approved timecard from the Electronic Time Keeping (ETK) system. To print, select the ‘print’ icon when viewing timecard after selecting the appropriate pay period. Employees are encouraged to print to pdf format and edit and certify electronically.
2. Make corrections to timecard using a red font.
3. Provide a written justification on the timecard using a red font. See section below on adequate justifications.
4. Sign the adjusted timecard. The preferred method is via electronic signature (i.e., Adobe Sign). However signatures may be performed with an ink pen.
5. Obtain supervisor approval (electronically or signature).
6. Submit the corrected timecard to Payroll Department at Payroll@au.edu. Payroll will forward completed adjusting timecards for Budget Department review as appropriate.

Employees may print their ETK timecard to PDF, edit in the PDF file and route for digital signatures. However, the adjusted timecard can be done via hardcopies.

I used two of my “DV” hours on or after March 17th for my vaccine and RV for my second dose. Can I get my DV back for the first dose?

Yes. You should follow the procedure outlined in the [AUI Adjusting Timecard](#) policy to submit for a timecard adjustment.

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I used four of my DV hours before March 17th for both of my vaccines. Can I get my “DV” back for both doses?

Because the vaccine was not mandated prior to March 17th, your “DV” balance will not be restored.

I received my vaccination on or before March 16, 2021, will I be paid for this time?

No. Prior to March 17th, the vaccine was not required and therefore, time taken to receive the vaccine is not compensable.

I need to take my family member to get a vaccine. May I use the “RV” code to account for the time in ETK?

The “RV” code is to be used only for time taken for your vaccination. If you need to take a family member to be vaccinated during normally scheduled work hours, you may charge “DV” (doctor/dentist) in ETK. If “DV” is exhausted, you may use “V” (vacation). If “V” is exhausted, please speak with your HR Representative.

2.3 Questions about providing proof of vaccination:

How do I let HR know that I have been vaccinated?

Once the vaccination series is completed, you are directed to email your assigned HR Rep a copy of your CDC Vaccination Record Card that identifies the vaccine and date administered. If the card is unavailable, a PDF copy of your vaccination registration profile showing confirmed vaccine and dates may be submitted instead. Do not submit any medical information other than this proof of the completed vaccination series.

Email your assigned site’s HR Representative:


- AUI Corp: Suana Watson (swatson@au.edu)
- Charlottesville: Sarah Arnold (sarnold@nrao.edu)
- Green Bank Observatory: Tracy Samples (tsamples@nrao.edu)
- Socorro, VLA and VLBA: Allen Lewis (alewis@nrao.edu)

If I reported my vaccination status to HR, do I still need to provide proof of vaccination?

Yes. Regardless of previously notifying HR, you need to email proof of a completed vaccine series to HR.

Will my information be kept confidential?

HR will take appropriate steps to safeguard your information.

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Do I need to present a “hard copy” of my vaccine proof to HR?

No, you do not need to present a “hard copy”.

What forms of proof are acceptable to show that I received the COVID-19 vaccine series?

An electronic copy (PDF, preferred) of your DOH vaccine card; if your card is unavailable, an electronic copy (PDF preferred) of your DOH profile page showing the completed vaccine series. Employees should not submit any medical information other than this proof of the completed vaccination series.

2.4 Questions regarding reimbursement for reasonable expenses related to my vaccination:

How do I get costs associated with getting the vaccine, such as mileage to and from the vaccination center, reimbursed?

Complete a [Vaccine Reimbursement Voucher](#) form and submit it to accountspayable@ui.edu.

I was running late for my vaccine appointment time due to something outside of my control, so I sped to make it on time. I was pulled over and cited for speeding. Will my citation be reimbursed? Will court costs associated with the citation be covered? Can I use “RV” to go to court?

No. Please don’t speed.


I had to eat lunch while I was out at my vaccination appointment. Can I get reimbursed for food cost? Or should I submit a reimbursement for per diem?

Meals costs will not be generally considered a reimbursable expense.

2.5 General questions about this policy and returning to work:

When will the protective measures such as mask use and social distancing be changed? After September 1, will the COVID work protocols be lifted?

The workplace protective measures and COVID safety protocols are established separate from the vaccination policy and are subject to federal (e.g., CDC), state, and local government guidance. The organization will monitor and adjust the protocols in accordance with applicable laws, regulations and guidance.

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So if there is no change in protocols, what is the point of the vaccination?

Vaccines provide individuals with additional protections against COVID-19, which, in turn, reduces the likelihood of spread in the workplace. The advantage offered by the vaccine supplements our protocols and is a big step to begin integration back into the workplace in a meaningful way.

Will I be allowed to work from the office full-time starting September 1?

The organization is unable to make a determination as to what date the facilities and offices will fully reopen and will monitor and assess the situation on an ongoing basis.

I have read the policy and this FAQ document and still have questions. With whom should I speak?

It's best to start with your assigned site's HR Representative:

- AUI Corp: Suana Watson (swatson@ui.edu)
- Charlottesville: Sarah Arnold (sarnold@nrao.edu)
- Green Bank Observatory: Tracy Samples (tsamples@nrao.edu)
- Socorro, VLA and VLBA: Allen Lewis (alewis@nrao.edu)