

# MEMO

**DATE:** November 12, 2021  
**TO:** All Managers  
**FROM:** Dave O'Grady, Manager, Talent & HR Programs  
**SUBJECT:** Updates to Recruitment process for HS16 Vaccination Policy

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This is a follow up to the memo issued on Wednesday November 3<sup>rd</sup>, 2021.

As we strive for continuous improvement in our processes, listen to feedback, and learn further about the applications of our Vaccination Policy on staffing at Algonquin College, I want to issue a few clarifications.

HS-16 states that all College Community Members must provide proof of full COVID-19 vaccination to attend in-person activities. As it pertains to staffing at Algonquin College, any position that is determined to be Fully Onsite, Hybrid, or that requires occasional need to come onsite can only be executed by a person who is able to comply with HS-16 (either through proof of full vaccination, or through an approved exemption).

As of Monday, November 15, 2021, full vaccination against COVID-19 is a condition of hire for any position that is determined to be Fully Onsite, Hybrid, or that requires occasional need to come onsite (examples could include, but are not limited to: availability to meet with students, participate in employee meetings, or engage with onsite services or events). Positions that are determined to be Fully Remote and will not have a requirement for the employee to come on campus (now or in future) are currently exempt from this condition of employment.

Human Resources has taken steps to assist Chairs and Managers in this hiring process. We recognize that considering a candidate's ability to comply with HS-16 is a new component of the hiring process for all hiring managers. Below is a summary of steps taken to date, as well as clarifications based on feedback received and improvements we will add to this process to continuously improve.

**Please note:** The improvements noted below will be in production in Workday by **End of Day Monday November 15 2021.**

**Changes to Staffing Transactions in Workday in support of Algonquin College's Vaccination Policy**

<p><b>Language added to job postings</b></p>	<p>We have added language to job postings indicating if the position requires regular or occasional onsite work, or if the position is fully remote. Postings or positions that require regular or occasional onsite work, directly indicate that full vaccination against COVID-19 is a condition of hire.</p> <p><b>How we are improving this activity:</b> We will clarify the language in postings to specify that this includes all variations of 'required to come on campus', and not include this language on postings deemed Fully Remote</p> <p>See Screenshot #1 below for an example of an improved job posting</p>
<p><b>Applicant confirmation added to applicant questionnaire for posted jobs</b></p>	<p>Applicants who apply through Workday are required to answer a question "Are you able to attend in-person activities on campus, if required, per our HS-16 Mandatory COVID-19 Vaccination Policy?"</p> <p><b>Important clarification:</b> Workday cannot yet differentiate jobs that are Fully Remote, Hybrid, or Onsite. Therefore this questionnaire is presented to all applicants for all jobs, and includes the words "if required"</p> <p><b>How we are improving this activity:</b> We will add an option for the applicant to select "Not Applicable" in addition to the current options of "Yes" and "No", providing a response option for persons applying to a Fully Remote position.</p> <p>See Screenshot #2 below for an example of this improved applicant question.</p>
<p><b>Step added to Hire Business Process in Workday asking Hiring Manager to confirm they have discussed with candidate ability to come on site (as well as Change Job, Add Job, and other processes that produce Offers or Terms and Conditions documents)</b></p>	<p>Staffing Business Processes have a new step immediately before producing an Offer or Terms and Conditions document, asking the Hiring Manager confirm their new hire understands the requirement to comply with HS16 where the position requires on site attendance.</p> <p>The intention of this step is to avoid issuing Offers or Terms &amp; Conditions that require on-site work to anyone who does not intend to comply with HS-16. For semester transfers of OTFT faculty, there is no posting or application through Workday allowing the employee to confirm this. Chairs and Managers are expected to ensure their employee or candidate is aware of this requirement to comply with HS-16. If Chairs or Managers have not yet discussed HS-16 with their employee or candidate, they should do so now.</p> <p><b>Important clarification:</b></p> <ol style="list-style-type: none"> <li>1. Workday cannot yet differentiate jobs that are Fully Remote, Hybrid, or Fully Onsite. Therefore, this step is included in all hiring business processes. It does not apply to positions that are not required to come onsite</li> <li>2. Individuals who indicate they do not intend to comply with HS16 should not be issued a Contract or Terms &amp; Conditions document</li> <li>3. A candidate who cites they intend to seek an exemption should be considered as complying with HS16 and can be issued a contract – they cannot begin the exemption process without this offer of employment, and have until the start date of their contract to secure approval of an exemption.             <ol style="list-style-type: none"> <li>a. <b>NOTE 1:</b> Issuing contracts promptly provides the candidate more time to discuss an exemption, if required</li> </ol> </li> </ol>

	<p>b. <b>NOTE 2:</b> Our experience through the Fall has shown that very few exemptions meet the threshold for approval, we urge all hiring managers to ensure they have alternate plans for staffing hybrid or onsite positions in the event their preferred candidate indicates they will seek an exemption to HS-16</p> <p>4. Any individual issued a contract in an Onsite or Hybrid positions, who is NOT fully vaccinated or on approved exemption by the start date of their contract will have their offer of employment rescinded.</p> <p><b>How we are improving this activity:</b></p> <ol style="list-style-type: none"> <li>1. Adding clarifying language that this applies only to positions deemed Fully Onsite or Hybrid (or that require the employee to come onsite). Positions that are deemed Fully Remote and have no requirement of the employee to come onsite are exempt from this requirement</li> <li>2. Adding clarifying language that the Chair or Manager is expected to ensure their candidate is aware of HS-16 and able to comply, <b>not</b> to validate that the candidate is vaccinated</li> <li>3. Adding clarifying language that a candidate who intends to comply by becoming vaccinated before the start of their position (even if they are not today), or by seeking a personal exemption to HS16 can be issued a contract.</li> </ol> <p>See Screenshot #3 below for an example of this improved step in Workday</p>
<p><b>Language added to Job Offer and Terms &amp; Conditions document templates</b></p>	<p>Language will be added into all Offer and Terms &amp; Conditions templates stating that full vaccination against COVID-19 is a condition of hire for positions required to come on campus.</p> <p><b>Important clarification:</b></p> <ol style="list-style-type: none"> <li>1. Workday cannot yet differentiate jobs that are Fully Remote, Hybrid, or Fully Onsite. Therefore, this step is included in all Offer and Terms &amp; Conditions document templates. The wording “for positions required to come on campus” is added to confirm this clause does not apply to positions that are not required to come onsite</li> <li>2. Employees who are able to comply with HS-16 can be issued a Contract or Terms &amp; Conditions, including OTFT assignments.</li> <li>3. An employee who intends to seek an exception to HS-16 is in compliance with the policy. They can participate in the process to seek an exception up to the start date of their position, at which point if an exception is not yet granted and they are not fully vaccinated their Contract or Terms &amp; Conditions will be revoked.</li> </ol> <p>See Screenshot #4 below for an example of this language in an Offer Letter</p>

Further detail on the exemption request process:

The College will consider exemptions to the vaccination requirement in appropriate and **limited circumstances**, where there is a duty to accommodate based on protected grounds under Ontario’s Human Rights Code. Please keep in mind that in accordance with the applicable law and guidance from public health officials and regulatory bodies, **exemptions from the requirement for full vaccination against COVID-19 are limited.**

We will consider creed based exemption requests, however, on September 22, the [Ontario Human Rights Commission issued a policy statement on COVID-19 vaccine mandates and proof of vaccine certificates](#), indicating that **personal preferences and singular beliefs against vaccination do not amount to a creed for the purposes of the Human Rights Code and do not create a right to accommodation**. In addition, the Commission states that even if a duty to accommodate is triggered, it would not necessarily require an exemption from vaccine mandates due to pressing health and safety considerations during the COVID-19 pandemic.

In addition, the [College of Physicians and Surgeons of Ontario \(CPSO\) has been clear that medical exemptions are very rare](#), stating, “Generally speaking, there are very few acceptable medical exemptions to the COVID -19 vaccination (e.g., an allergist/immunologist confirmed severe allergy or anaphylactic reaction to a previous dose of a COVID-19 vaccine or to any of its components that cannot be mitigated; a diagnosed episode of myocarditis/pericarditis after receipt of an mRNA vaccine).” Please note that approved medical exemptions may be time-limited.

**Employee members who wish to apply for an exemption must have an active employment contract for the period in which the exemption request applies.** Please note the type and nature of the exemption request will determine the time required to review the submission. In addition, individuals that are applying for an exemption who are not fully vaccinated are not able to access campus during the exemption review process.

To further support you through this change, I am offering to host a pair of ‘Coffee with Dave’ Question and Answer sessions for People Leaders who have questions regarding this process. These sessions are offered for People Leaders only. If you would like to join, feel free to add one or both of the below sessions to your calendar.

Session Date & Time	Zoom Link
Tuesday November 16 <sup>th</sup> 4pm-5pm	<a href="#">Click here for Zoom Link</a>
Friday November 19 <sup>th</sup> 8am-9am	<a href="#">Click here for Zoom Link</a>

**Note:** clicking the above links open the zoom meeting directly. If you wish to add this to your Outlook calendar in advance, you will need to do so manually

Thank you for your understanding. If you have questions, please feel free to reach out to your Talent Advisor or myself.

-Dave

**Dave O’Grady**

**Manager, Talent & HR Programs**

Human Resources

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## Screenshot #1 – Language Added to Job Postings

**NOTE: This job requires occasional or regular onsite work in accordance with Policy HS 16.**  
[HS16 Policy-Mandatory COVID-19 Vaccination](#)  
[HS16 Policy-Mandatory-Use-of-Masks](#)  
[HS16 Policy COVID-19 Workplace Recovery](#)

*Full vaccination against COVID-19 is a condition of hire (subject only to any legislation or legal principles that may apply) for all positions that need to come on campus, including fully onsite 5 days per week, hybrid 1-4 days per week, and ad-hoc meetings on campus. This applies to all classifications of employees. Official proof of COVID-19 vaccination in the form of a copy of an Ontario Ministry of Health vaccination certificate (or its equivalent from another jurisdiction) must be submitted prior to the commencement of employment.*

\*This position is paid at Payband F  
\* Vacancy is for [REDACTED]

**Algonquin College values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Internal candidates will receive first consideration based on qualifications. If you require accommodation during the recruitment process please contact the Human Resources department at [humanresources@algonquincollege.com](mailto:humanresources@algonquincollege.com). While we thank all those who apply, only those to be interviewed will be contacted.**

**Apply**

## Screenshot #2 – Applicant Confirmation Question

Are you able to attend in-person activities on campus if required per our HS16 - Mandatory COVID-19 Vaccination Policy?  
<https://www.algonquincollege.com/policies/#hs>  
<https://www.algonquincollege.com/coronavirus/faq-mandatory-vaccination-policy/> (Required)

Yes

No

Not Applicable

### Screenshot #3 – Step in Staffing Business Process for Chair or Manager to confirm they have discussed HS-16 with Candidate

For	Part-time Professor
Overall Process	Job Application: Part-time Professor
Overall Status	In Progress
Instructions	<p><u>If your position is Fully Remote:</u> No action required. Please click the Submit button below to proceed.</p> <p><u>If your position is Fully Onsite or Hybrid:</u> Per Algonquin College's <a href="#">Mandatory COVID-19 Vaccination Policy</a> (HS16), all employees who come on campus at any point need to show proof of full COVID-19 vaccination. As a hiring manager, it is your responsibility to confirm with your new hire that they will be eligible to comply, if this position requires them to do so. Failure to discuss this in advance of hiring the individual can lead to Terms and Conditions being rescinded. This leaves your new hire with a poor experience, and you without a hired person to do this work.</p> <p>If you have not already done so in your hiring process, please take this opportunity now to contact your new hire and confirm that they will be eligible to comply with HS16. If their intent is to become fully vaccinated before the start of their position, or to seek an exemption to HS16, you are okay to proceed.</p> <p><b>By clicking below, you confirm that you have discussed with your new hire their ability to come on site if required in their position</b> in accordance with Algonquin College's Mandatory COVID-19 Vaccination Policy. If you have questions or concerns, please contact your Talent Advisor.</p>
	<input type="text" value="enter your comment"/>
	<input type="button" value="Submit"/> <input type="button" value="Save for Later"/> <input type="button" value="Close"/>

### Screenshot #4 – Language Added to Job Offer and Terms & Conditions Document Templates

Last Day Worked: December 02, 2021

Prior to starting your assignment at the College, kindly review and accept the Terms and Conditions below as well as review the specifics of your work assignment. Please sign and date where indicated at the end of this document.

Full vaccination against COVID-19 is a condition of hire (subject only to any legislation or legal principles that may apply) for positions required to come on campus. This applies to all classifications of employees. Official proof of COVID-19 vaccination in the form of a copy of an Ontario Ministry of Health vaccination certificate (or its equivalent from another jurisdiction) must be submitted prior to the commencement of employment.