PROCEDURE

Effective Date: July 15, 2010
Approved By: Vice President, BFA
Authority: POL-U1300.01

Cancels: FRM-U1300.01A
See Also: FRM-U1300.01B
FRM-U1300.01C

PRO-U1300.01A PROVIDING PROOF OF RUBEOLA MEASLES IMMUNITY FOR EMPLOYMENT

Action by: Search Coordinator/Chair
Human Resources
New Hire
Human Resources
Student Health Center
Human Resources

Action:
1. Notifies applicant of requirement via letter of offer.
2. Meets with new hire and provides:
   a. Measles Policy Acknowledgement Form
   b. Proof of Measles Immunity Form, or
   c. Request to Waive Proof of Measles Immunity Requirement (if requested).
4. Submits form or waiver request to Human Resources.
5. Receives completed paperwork.
   a. If Proof of Immunity Form submitted, sends to Student Health Center for review.
   b. If waiver request submitted, reviews for legitimate reason.
6. Reviews form and notifies Human Resources if acceptable or needs additional action by New Hire.
7. Reviews response from Student Health Center.
   a. If additional information is needed, contacts New Hire to give further direction.
   b. If approved, documents compliance in Banner and files.
8. When applicable, **notifies** department director if a waiver has been approved or if there are issues in regards to the waiver.

9. When applicable, **notifies** new hire and department director 2 weeks prior to end of 60 day grace period of pending termination due to documentation not being received.

New Hire 10. **Takes** action or no action.

Human Resources 11. **Processes** paperwork if provided by new hire (repeats steps 5-9).

12. **Initiates** termination process if no documentation received by end of 60 day grace period.

13. **Reinstates** New Hire if provides acceptable document received within 30 days of termination.