WWU, BFA, HR

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## PROCEDURE

Effective Date: July 15, 2010 Approved By: Vice President, BFA

Authority: POL-U1300.01

Cancels:	See Also:	FRM-U1300.01A	Proof Of Rubeola Measles Immunity Form – Employment
		FRM-U1300.01B	Waiving Proof of Immunity Requirement - Employment
		FRM-U1300.01C	Measles Policy Acknowledgement

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

Action by:	Action:	
Search Coordinator/Chair	1. Notifies applicant of requirement via letter of offer.	
Human Resources	2. <b>Meets</b> 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).	
New Hire	3. Signs Measles Policy Acknowledgement Form.	
	4. Submits form or waiver request to Human Resources.	
Human Resources	5. Receives completed paperwork.	
	a. If Proof of Immunity Form submitted, <b>sends</b> to Student Health Center for review.	
	<ul> <li>b. If waiver request submitted, reviews for legitimate reason.</li> </ul>	
Student Health Center	6. <b>Reviews</b> form and <b>notifies</b> Human Resources if acceptable or needs additional action by New Hire.	
Human Resources	7. Reviews response from Student Health Center.	
	a. If additional information is needed, <b>contacts</b> New Hire to give further direction.	
	b. If approved, <b>documents</b> compliance in Banner and <b>files</b> .	



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Action by:	Action:
	8. When applicable, <b>notifies</b> department director if a waiver has been approved or if there are issues in regards to the waiver.
	<ol> <li>When applicable, <b>notifies</b> new hire and department director 2 weeks prior to end of 60 day grace period of pending termination due to documentation not being received.</li> </ol>
New Hire	10. Takes action or no action.
Human Resources	<ol> <li>Processes paperwork if provided by new hire (repeats steps 5-9).</li> </ol>
	12. Initiates termination process if no documentation received by end of 60 day grace period.
	<ol> <li>Reinstates New Hire if provides acceptable document received within 30 days of termination.</li> </ol>

