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## IMPORTANT EMPLOYEE INFORMATION

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# COVID-19 Vaccine Federally Mandated for City of Phoenix Employees

**November 18, 2021**

To: **All Employees**

Throughout the COVID-19 pandemic, the city of Phoenix has been fully committed to creating a safe environment for employees and our customers.

The responsibility of balancing the rights to a safe workplace with the rights to make individual health choices is not one we've taken lightly. Although the city has and continues to provide free COVID-19 testing and vaccines, the choice to get vaccinated has remained entirely at the discretion of each individual employee.

However, on September 9, 2021, President Biden issued [Executive Order 14042](#), which established **COVID-19 vaccine requirements for federal employees and contractors**. Additional guidance regarding who is considered a Federal contractor was provided this month. Per the Executive Order, the Safer Federal Workforce Task Force (Task Force Guidance or Guidance), established the [guidance for federal contractors](#), which includes:

- The contractor or subcontractor shall, for the duration of the contract, comply with all guidance for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force.
- The actions directed by the order will ensure that parties who contract with the Federal Government provide COVID-19 safeguards in workplaces with individuals working on or in connection with a Federal Government contract or contract-like instrument.

- These workplace safety protocols will **apply to all covered contractor employees, including contractor or subcontractor employees in covered contractor workplaces who are not working on a Federal Government contract** or contract-like instrument.

Due to the number of federal contracts held by the city of Phoenix, we are considered a federal contractor. As such, all city employees are subject to the provisions outlined in the Executive Order, which requires **all employees, regardless of telework status or if you previously tested positive for COVID-19, to be fully vaccinated against COVID-19 by January 18, 2022**, except in limited circumstances where an employee is legally entitled to an accommodation. In order to be considered compliant, employees will be required to submit a completed vaccination card with two completed doses for the Pfizer or Moderna vaccines or one completed dose for the Johnson & Johnson vaccine. Booster doses are not required at this time.

### Submitting Proof of Vaccination

If you have already submitted proof of vaccination for the [Vaccine Safety Award of \\$75](#), **you are not required to resubmit your information**. Employees who still need to submit their proof of vaccination will do so in eCHRIS, [following the same process for the Vaccine Safety Award](#) program. All city employees are eligible to receive a **one-time** Vaccine Safety Award of \$75 through January 18, 2022, when they submit a completed vaccine card showing the dates of all required doses for the type of vaccine received. Booster doses are not required at this time.

### Vaccine Resources

As a reminder, city of Phoenix employees have access to the following options for a COVID-19 vaccine:

- The **Moderna** and **Johnson & Johnson Vaccine** are available for city of Phoenix employees, 18 and older. Please call 480-968-1886 to schedule your appointment at the Healthwaves office near Sky Harbor Airport, 1615 W. University Drive, Tempe, Suite 137.
- Additional vaccine locations can be found by visiting the [ADHS Find COVID-19 Vaccines](#).

### Accommodations

The city of Phoenix will continue to work with employees, as much as possible, during the implementation of this requirement, while balancing our operational needs and compliance.

- **An accommodation is not guaranteed.** An employee may request a religious or medical accommodation by submitting a completed [religious](#) or [medical](#) accommodation form and any required supporting documentation to [vaccine.request@phoenix.gov](mailto:vaccine.request@phoenix.gov).
- Staff from the Human Resources, Equal Opportunity, and Law departments will evaluate the requests.
- The city will engage in an interactive process with the employee to determine if the employee is eligible, and if so, which reasonable accommodations can be provided that will enable the employee to perform the essential functions of their position.
- A **request for accommodation will not be granted** if it is unreasonable, or if it poses a direct threat to the health and/or safety of others in the workplace.
- **In order to be considered for approval prior to the January 18, 2022 deadline, accommodation requests must be submitted by December 31, 2021.**

**Employees not in compliance with the COVID-19 vaccine requirement by January 18, 2022 will be contacted and subject to progressive discipline up to and including termination.**

Please visit the [Vaccine News & Resources](#) webpage on the Employee Health Updates website for more information. Any additional questions can be directed to your HR liaison. Thank you in advance for your cooperation and continued commitment to our safety culture here at the city of Phoenix.

As has been this case throughout the pandemic, this information is subject to change pursuant to additional guidance or other legally binding decisions. Please visit the [Vaccine News & Resources](#) webpage on the Employee Health Updates website for more information. Any additional questions can be directed to your HR liaison.

Thank you in advance for your cooperation and continued commitment to our safety culture here at the city of Phoenix.



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