

## Chico State Enterprises Announcements Thursday, September 23, 2021

### New Covid-19 Certification Requirement for Pending and New CSE Hires Effective Immediately

In compliance with the CSU vaccination policy, CSE recently implemented a Covid-19 vaccination self-certification policy and process for active employees. Expanding on that process, effective immediately, **all CSE new hires** will need to self-certify their vaccination status or have received an approved medical/religious exemption *prior to their start date as a contingency of their hire*. As with existing employees, managers are reminded that vaccination or exemption status is **NOT** to be discussed with any applicants at any point in the recruitment process. You can inform the candidates about the [CSU Vaccination Policy](#) and if they have further questions, please refer them to Human Resources at [csehr@csuchico.edu](mailto:csehr@csuchico.edu). It is important to note that clearing this contingency could increase the hire processing time by as much as 6 weeks or more depending on the vaccination status of the final candidate. Please refrain from establishing start dates until after all contingencies have cleared. The vaccination requirement/exemption certification will be cleared by CSE HR along with any other contingencies required by the position.

**Non-benefitted employees (AKA "Cycle 2") are included in this requirement.** To facilitate this process, when you submit a new hire PAF to HR, please provide the link and/or QR Code below to the candidate. HR will email a DocuSign notification to the new hire to initiate onboarding once they have completed the required self-certification process. *Supervisors should not allow an employee to start working* until you are notified by HR that the person has completed all new hire requirements. Similar to the completion of tax and I-9 forms, this is now a required step in the process to get a new employee onboarded. As with all positions, note that completing the vaccination certification process could increase the hire processing time by as much as 6 weeks or more depending on the vaccination status of the new employee, so managers will need to plan accordingly. The vaccination requirement/exemption certification for non-benefitted employees will also be cleared by CSE HR along with any other contingencies required by the position.

<https://forms.office.com/r/pftj2JEy2r>



Please contact CSE HR if you have any questions regarding this requirement.