Required Health Screenings

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Applies to:
Unpaid faculty, visiting faculty, and salaried and wage employees of the School of Medicine (“SOM”) who work or regularly visit UVa owned or operated facilities.

Reason for Policy:
In the past few years, the potential for a major influenza outbreak focused attention on the need for greater protection of all persons working within the Health System, patients, and visitors through implementation of a robust screening and inoculation program. In an effort to enhance safety measures, the SOM implemented mandatory screening and testing programs. This policy describes the conditions under which screening or testing is required.

Policy Statement:
The Dean of the SOM, in consultation with the Chief Medical Officer, the Associate Dean for Finance and Administration, senior school administration, and the Medical Center (“MC”) Hospital Epidemiologist may require employees of the SOM to undergo screening, inoculations, and/or tests necessary for infection control and patient safety. These required screenings, inoculations, and/or tests
are conditions of employment. Failure to adhere to this policy may result in
disciplinary action, up to and including termination.

**Procedures:**

When the Dean of the SOM determines a screening, inoculation, and/or test is
necessary for infection control or patient safety, the office of the Associate Dean
for Finance and Administration shall communicate this determination in writing to
all SOM employees. Employees and faculty who are unpaid members of the
clinical staff will have access to the screenings, inoculations, and/or tests at no
cost.

The office of the Associate Dean for Finance and Administration also shall
communicate in writing the process by which employees can comply with the
required procedure and the specific conditions for which an exemption may be
granted. The specific exemptions are determined by the specific screening,
inoculation and/or test. Any employee who requests an exemption shall submit
documentation as soon as possible after receiving notification of the requirement
for screening, inoculation and/or test so that the request can be fully evaluated.

New employees will be notified of the required screening, inoculation and/or test
in their offer letter or conditions of employment, as appropriate. Within seven
days of the first day of employment, all required screenings, inoculations and/or
tests items will be documented as complete or as waived due to an approved
exemption. New employees will be informed that there is the possibility of future
additional required screenings, inoculations and/or tests.

The office of the Associate Dean for Finance and Administration will notify
current employees of a date for compliance with newly issued requirements. If a
requirement is not met by the due date communicated, the following actions will
be taken consistent with University policy and procedure.

**Non-Compliance:**

For Salaried Faculty and unpaid faculty who are members of the clinical staff:

- Tenured, Tenure Eligible and Tenure Ineligible salaried faculty, and
unpaid faculty who are members of the clinical staff will receive notification
from the office of the Associate Dean for Finance and Administration of
their non-compliance. They will meet with their supervisor to provide
additional information and determine the circumstances surrounding non-
compliance. Non-compliance may result in a written notice of suspension
with pay for up to five working days.
- Return to work is permissible during this five-day period after compliance
has been attained.
• Salaried faculty who remain non-compliant at the end of the five-day period will meet with the Associate Dean for Finance and Administration or the Chief Medical Officer or their delegate(s) and face disciplinary action in accordance with the Policy on Disciplinary Suspension or Termination of Academic Faculty, [http://provost.virginia.edu/node/43](http://provost.virginia.edu/node/43)

For Salaried Professional Research Staff:
• Salaried Professional Research Staff will receive written notification of their non-compliance. They will have a pre-determination meeting with their supervisor in order to give them an opportunity to provide additional information and determine the circumstances surrounding non-compliance.
• Disciplinary action will be pursued subject to the findings of the pre-determination hearing and will be carried out in accordance with the University policy on the Employment of Professional Research Staff, [https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-033](https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-033)

For Salaried Classified Staff and University Staff:
• Salaried Classified Staff and University Staff will receive written notification of their non-compliance. They will have a predetermination meeting with their supervisor to provide additional information and determine the circumstances surrounding non-compliance.
• Disciplinary action will be pursued subject to the findings of the predetermination hearing and will be carried out in accordance with University policy and procedure.
• Salaried Classified Staff and University Staff may face disciplinary action up to and including termination for non-compliance with this policy. All disciplinary actions are subject to the applicable grievance policy and procedure referenced at the end of this policy.

For Wage employees of all classifications including student, faculty, staff, professional research staff, and temporary services:
• Wage employees will receive written notification of their non-compliance. They will meet with their supervisor to determine the circumstances surrounding non-compliance.
• Subject to the findings of this meeting, the supervisor may terminate employees immediately or provide a five-day period to allow employees to become compliant.
• Wage employees who remain non-compliant at the end of the five-day period and who do not provide evidence of legitimate mitigating circumstances for their inability to comply by the end of the fifth day will be terminated for non-compliance with SOM policy.
• Wage staff are not eligible to grieve.
For Visiting Faculty and Unpaid Faculty who are not members of the clinical staff: Visiting faculty and unpaid faculty members who work or regularly visit UVa owned or operated facilities will receive written notification of their non-compliance. They will meet with their supervisor or mentor to determine the circumstances surrounding non-compliance.

- Subject to the findings of this meeting, the supervisor or mentor may terminate visiting or unpaid faculty members immediately or provide a five-day period to allow them to become compliant.
- Visiting faculty or unpaid faculty members who remain non-compliant at the end of the five-day period and who do not provide evidence of legitimate mitigating circumstances for their inability to comply by the end of the fifth day will have their appointment terminated for non-compliance with SOM policy.
- Visiting faculty and unpaid faculty members are not eligible to grieve.

Related Policy:

Medical Center Human Resources Policy No. 104 (R), “Conditions of Employment”

Policy on Disciplinary Suspension or Termination of Academic Faculty
http://provost.virginia.edu/node/43

Grievance Policy for Academic Faculty (tenured, tenure-track, and academic non-tenure-track faculty)

Grievance Procedure for Administrative General Faculty
http://provost.virginia.edu/node/46

Grievance Procedure for Classified Staff
http://www.dhrm.virginia.gov/employmentdisputeresolution/grievanceprocedure

Resolving Grievances for University Staff
http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-employee-relations-policies-and-procedures/university-staff-grievance-committee-procedures
Standards of Conduct for Classified and University Staff
http://www.hr.virginia.edu/hr-for-you/classified-staff/classified-staff-policies-procedures/classified-staff-employee-relations-policies-and-procedures/
(Scroll to click on document URL)
Policy on the Professional Research Staff
https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-033

Revision history: Implemented 10/10/11; administrative updates 1/26/15