Process for New Hires

Additional questions? Email CoronavirusResponse@creighton.edu
Updated 11/22/2021

General Requirements

• In accordance with Executive Order 14042, new hires at Creighton University are required to be fully vaccinated against COVID-19 or obtain an approved religious or medical exemption from Creighton University by Jan. 18, 2022, or prior to their start date if their employment begins after Jan. 18.

• All new hires must abide by other current and future COVID-19 requirements as established through Executive Order 14042, other applicable federal requirements or by Creighton University — including, but not limited to, requirements around wearing a face covering.

• Hiring managers should neither request nor accept proof of vaccination or exemption request forms directly from a new hire. Instead, new hires will receive instructions from Human Resources on submitting proof of vaccination or an approved Creighton medical or religious exemption request form to the University.

Process

• During discussions with final candidates, and prior to Human Resources providing the final candidate with a verbal or written offer of employment, the hiring manager should remind candidates of the following:

  o In compliance with federal Executive Order 14042, Creighton University is requiring all employees, including new hires, to be fully vaccinated against COVID-19 or receive an approved religious or medical exemption from the University as of Jan. 18, 2022.

    Individuals are considered fully vaccinated two weeks after a single dose of the Johnson & Johnson vaccine and two weeks after the second dose of the two-dose Moderna and Pfizer vaccine series.
• The Human Resources generalist/recruiting manager will restate the federal requirement to the final candidate in the verbal and written offer of employment and provide instructions on submitting documentation to the University.

• Upon signing the written offer of employment, the new hire will have 5 calendar days to provide proof of vaccination or submit an exemption, before receiving notice of noncompliance from Human Resources. Following the first notice of noncompliance, the new hire will receive an additional 3 calendar days to provide proof of vaccination or submit an exemption, before receiving a second notice of noncompliance from Human Resources.

• In accordance with federal guidelines, all new hires must provide proof that they are fully vaccinated or have an approved exemption from the University on file prior to their start date and coming to our campuses. All offers of employment are contingent upon this requirement.

• Human Resources is responsible for monitoring compliance and communicating status updates with the new hire and the hiring manager as appropriate.

• All vaccination and exemption documentation will be stored separately and securely in the Birdhouse. Receipt of proof of vaccination or whether an exemption is granted or denied, not the details of the exemption, will be shared with Human Resources only to confirm and manage compliance.