



## City of Phoenix

# COVID-19 Vaccine Requirement Guide

### 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 Accommodations

**An accommodation is not guaranteed, however, we will work with employees to ensure that all requests are provided adequate consideration and granted when appropriate.** An employee may request a religious or medical accommodation by completing and submitting either of the forms below. 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.

#### Forms:

[Medical Based Accommodation](#) (or copy and paste this URL: [t.ly/leIH](https://t.ly/leIH))

This form must be completed by a Medical or Healthcare Provider and signed by the employee.

[Religious Based Accommodation](#) (or copy and paste this URL: [t.ly/Ewlw](https://t.ly/Ewlw))

This form must be completed by the employee and include documentation supporting the employees sincerely held religious belief.

### Where to Submit the Vaccine Accommodation Request Form

Submit the completed form and any required supporting documentation to [vaccine.request@phoenix.gov](mailto:vaccine.request@phoenix.gov). Staff from Human Resources, Equal Opportunity, and Law will evaluate the requests.

### Deadline to Submit an Accommodation Request Form

In order to be considered for approval prior to the January 18, 2022 deadline, accommodation requests must be submitted by December 31, 2021.