

**To:** All Montgomery College Employees

**From:** Krista Leitch Walker, Vice President and Chief Human Resources Officer,  
Office for Human Resources and Strategic Talent Management

**Subject:** **Update on COVID-19 Vaccination Process and Disciplinary Action Protocols**

**Date:** November 2, 2021

First, I would like to take this opportunity to thank the 2,224 employees who have submitted their proof of COVID-19 vaccination status or a request for an exception to the vaccination requirement due to medical or religious reasons. The responses received to date show that 77% of Montgomery College's current employees have completed this task. The deadline for submitting exception requests was last Friday, October 29. Employees have until this Friday, November 5, to submit verification of their COVID-19 vaccination status.

If you are vaccinated and have submitted your information, no further action is needed on your part at this time. HRSTM will follow up with you directly if there are any issues or questions about your submission.

The College's [Employee COVID-19 Vaccination, Safety, and Disciplinary Action Protocols](#) related to non-compliance with COVID-19 vaccination and testing requirements are now available on the [COVID-19 Vaccines](#) webpage. I encourage all employees to review this information. Please note that this disciplinary process applies to employees who have not complied with requirements related to the vaccination requirement.

Employees who have been approved for an exception or have an exception request under review (i.e., in pending status) will be notified and provided information and instructions on the weekly testing requirement. Additionally, supervisors will be notified if their employee is required to follow the College's COVID-19 testing requirement; however, they will not be informed as to the reason. Information and instructions on the weekly testing requirement will also be shared with them.

Employees who do not obtain an approved exception are required to provide verification of COVID-19 vaccination status. The employee and their supervisor will be notified and will receive instructions for compliance.

Please do not hesitate to contact us should you have any questions. Questions may be directed to [Employee and Labor Relations](#) or by contacting your area's designated [HR Internal Consultant](#).

Thank you.

