

From: Debra Garcia <dgarcia114@socccd.edu> **On Behalf Of** Cindy Vyskocil
Sent: Tuesday, October 19, 2021 1:53 PM
To: Debra Garcia <dgarcia114@socccd.edu>
Cc: Cindy Vyskocil <cvyskocil@socccd.edu>
Subject: Important Message from The VCHR
Importance: High

~ Sent to All Employees ~

Dear Colleagues,

As we move into the fall semester, we have made important strides toward reopening in order to best support the students at South Orange County Community College District.

With the announcement of the vaccine requirement and the pending Board Policy currently going through the shared governance process, we know that some employees may be feeling uncertainty. If you would like to be considered for an exemption from the District's COVID-19 vaccine requirement, please review the following two options to make a vaccine exemption/accommodation request:

- A vaccine-related exemption due to a personal medical condition
- A vaccine-related exemption due to a sincerely held religious belief, practice or observance

Please be advised that making an accommodation request is not a guarantee of approval. South Orange County Community College District will have to consider requests and balance how to support educational and student services, while not reducing the quality or volume of services.

If you would like to request a COVID-related workplace accommodation for your personal medical condition or a sincerely held religious belief, practice or observance, please click on the link below and complete the form at:

[COVID-19 EXEMPTION/ACCOMMODATION REQUEST](#)

Once your form is completed, you will be contacted regarding the next steps in your process. To assist in managing South Orange County Community College District's COVID-19 related accommodation requests, we are working with an outside consulting firm, Shaw HR Consulting.

If you are requesting an accommodation, you will need to complete the initial form and submit required supporting documentation **no later than 5:00 PM on November 18, 2021.**

We understand that this is a very difficult time for many, and we will work to be creative, flexible and thoughtful in our decisions, while staying dedicated to supporting a safe work environment for staff, students, and our campus community. We appreciate your patience as we work through this difficult and complex matter. We wish you and your family well during this time. If you have questions about this process, please contact Rebecca Wicks at SouthOrangeCounty@shawhrconsulting.com.

Best regards,

Cindy Vyskocil, Ed.D.

Vice Chancellor, Human Resources
South Orange County Community College District
(949) 582-4698

Pronouns: She, Her, Her
