

-----*This is a working draft and subject to edits*-----

Via work email and US Mail

Date: [Date]

Through: [School or Department Supervisor]

To: [Name], [ID]
[Job Title]
[Location]
[Mailing Address]

Subject: 30-day Notice – Impacts of Non-Compliance with COVID -19 Weekly Testing Requirement

Dear [Name]:

This letter serves as a 30-day notice to inform you that you have not complied with ACPS' weekly COVID-19 testing requirement and may face administrative action. Effective August 30, 2021, all staff were required either to submit documentation of vaccination against COVID-19 or begin completing weekly COVID-19 testing, the results of which must be uploaded each Monday by 7:30 am. As of October 15, 2021, despite several contacts by the HR Office of Employee Engagement and Relations, you have failed to submit documentation of vaccination or, in the alternative, any weekly test results to Human Resources (HR).

There are significant consequences should you fail to submit weekly COVID-19 testing results beginning Monday, November 15, 2021. If you do not submit the required documentation by November 15, 2021, you may be subject to assignment on unpaid administrative leave status effective November 16, 2021 (or as soon thereafter).

Should you be placed on unpaid administrative leave, your pay will not continue and you will be required to pay the full cost of continued benefits coverage while on leave, which includes both your regular payroll deduction amount as well as the portion typically paid by ACPS.

Additionally, during any period of unpaid administrative leave, you will not be permitted to enter onto ACPS' property, to attend any school-sponsored functions, or to engage in any work-related activities. The continuity of work effort of your position will be impacted pending your return to work.

To avoid these significant consequences, we ask that you take immediate action to get tested for COVID-19 and submit the test results to HR as soon as possible to meet the deadline. Please contact the Director of Employee Engagement and Relations should you have any questions.

Sincerely,

Melanie Kay-Wyatt, Ed.D.
Executive Director of Human Resources